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**Entertainment Partners**

# **VISTA Users' Guide**

**Version 4.6 for Windows™ operating systems**

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# Chapter 1: Introduction

---

## Welcome to VISTA...

The most complete and modern accounting system for the entertainment industry provided by Entertainment Partners.

VISTA was developed—and is constantly being improved and updated—by entertainment industry professionals to provide you with the best system available. No other system provides all the features of VISTA, and no other company provides the service, backup and dependability of Entertainment Partners.

## Powerful and Flexible

VISTA can handle the most demanding show with ease—multiple locations, currencies, banks, computers—no matter how complex your requirements, VISTA can do the job. VISTA runs on one computer or as many as you want. Need to do two or three things at the same time? VISTA can do it. Need for several people to do two or three things at the same time? VISTA can handle that, too! One person can run a cost report while others are entering invoices while another is processing a payroll or preparing per diem—VISTA can do it all.

Need to input data for next period before closing the current period? Just do it with VISTA. Need to design a special inquiry report and run it throughout the show? You can do that with VISTA—and not just a single report, but as many as you want, designed to any level of detail for various levels of production management.

Need to offload production data to a spreadsheet or database for more detailed analysis? No problem. VISTA lets you choose the data and move it into any other program you want—DOS or Windows.

## Accurate and Secure

VISTA has more internal controls than any other production accounting software. The system monitors itself constantly for signs of trouble, and input is thoroughly edited against the most current data. The entire system is protected by an individual password security system that can be made as stringent as necessary.

## Easy and Fast

Need a check right this minute? Use the unique Quick Check feature—get your check immediately as you enter it into the system, too, so you won't lose track of it.

Interrupted in the middle of something? You never have to close down one task in order to do another. With VISTA, leave what you're doing where you're doing it, perform a second or third job, look up a few things, then come right back to where you were and continue your work!

Need to correct distribution for an invoice but hate making journal entries? Just make the correction—VISTA finishes the processing for you, automatically generating a complete set of transactions, reports, and audit trail.

Need to look up a vendor number? No, not in VISTA. Look up any vendor by name. The old vendor numbers are still there for absolute control, but you work in VISTA using the vendor's name. That's right—no more printing the vendor list three times a day to keep it up to date, no more laborious looking up and coding input with meaningless vendor codes—VISTA makes it easy and saves you time.

VISTA has more features to help you get your work done easier and faster than any other software you can use. And VISTA takes advantage of the latest in computer hardware technology to give you the best performance and fastest operation you can get.

## Friendly and Intuitive

VISTA runs in Microsoft Windows, today's—and tomorrow's—best and most popular operating system. If you, like millions of others, are already used to the friendly Windows interface, you'll feel right at home with VISTA. If you're used to the advantages of other Windows programs like Microsoft Excel or Word for Windows or Lotus 1-2-3 or WordPerfect for Windows, you'll already know how to work with VISTA.

And, because it's in Windows, you can not only perform different functions at the same time within VISTA, you can leave VISTA right where it is, move to your favorite spreadsheet or word processor to do something else, then come right back to where you were in VISTA.

If you haven't used Windows yet, you'll find it's simple to learn and easy as pie to use. Afraid of mice? Well, you don't have to be afraid of the Windows mouse; because Windows (and VISTA) let you get used to it at your own speed while you use simple keyboard commands to do just about anything you want.

## Always Out In Front

Entertainment Partners is constantly working to improve every aspect of VISTA and its services to you. Let us know what you think. Your input keeps us going and will keep VISTA out in front.

## Built for the Future

In addition to being at the forefront of today's technology, VISTA is designed to carry the User into the twenty-first century. To that end, all VISTA programs and databases are already **Year 2000** compliant.

The VISTA **Database** operates on a Julian calendar, which requires no accommodation to the millennial turn.

Those VISTA **programs** that operate on a standard American MM/DD/YY date format will apply the **50/50 Rule**:

If a two-digit year of **00** through **49** is input, VISTA will recognize that year as falling within the new millennium;

If a two-digit year of **50** through **99** is input, VISTA will recognize that year as falling within the current millennium.

---

## Reading the Manual

What a concept! A manual is for reading and not just to be used as a bookend or to level a worktable? Well, yes. And here's why...

Like a lot of other powerful software, VISTA is **loaded with features**, features that don't just pop out at you as you use the program, features that you're not used to because they're not available anywhere else. In fact, if you didn't explore the menus and read the manual, you could use VISTA for a number of productions without ever knowing some of the possibilities for making your work easier, more efficient, and even more satisfying.

So read the manual, even if you've used VISTA before. In fact, *especially* if you've used VISTA before. Documentation means a lot more once you're familiar with software than it does before you have any experience with it. See if you don't get a whole new perspective on VISTA—new ways to solve problems and analyze costs, new ways to make VISTA work for you.

Use this new knowledge on your current production, then bring new ideas to your next VISTA setup session and start your next show ahead of the game.

---

## Documentation Conventions

This documentation uses the following conventions throughout.

"Click" or "double-click"	Wherever the words "click" or "double-click" are used, meaning move the mouse pointer to such-and-such and click or double-click on so-and-so, it refers to the <b>left</b> mouse button. Any actions with the right-hand mouse button are referred to as "right-click."
Menu Hierarchy	<p>Menu selections are referred to in order of selection in one series of words beginning with the Main Menu, such as A/P Check Cycle Invoice Select.</p> <p>In the example above, first choose A/P from the Main Menu, then Check Cycle from the A/P Menu, then Invoice Select from the Check Cycle Submenu.</p>
Purpose, Required, Defaults, Delete	<p>Wherever it's applicable, the documentation of a menu choice will begin with these four items.</p> <p>"Purpose:" explains the function of the menu choice within VISTA.</p> <p>"Required:" lists the required fields—those fields that must contain valid entries before the choice can be completed.</p> <p>"Defaults:" lists the fields that are filled by the system (and what they're filled with) if you don't enter anything in them.</p> <p>"Delete:" explains whether the record being created can be deleted or not.</p>

## Showing Modify for Add

Pictures of Modify screens are shown in some places to illustrate Add functions in order to show typical completed records or windows.

---

## Documentation Notes

As has been stated elsewhere, VISTA is extremely flexible. That flexibility poses a problem when trying to document the system.

You have so many choices when it comes to setting up your version of VISTA that it's impossible to document your *specific* version. This is particularly true in relation to your account number and general ledger structure.

The multiple choices of fields, field sizes, field descriptions and even field uses create an array of possibilities so large that all of them cannot be covered perfectly.

This documentation has selected a typical account structure using typical descriptions and offers as much help as possible for those circumstances.

Please be aware that what we describe here is not necessarily *exactly* what you'll be seeing or using. Make allowances for the differences in your system. Extrapolate and translate what's here based on any differences, and you'll still probably find all the answers you need.

If not, call EP VISTA Customer Support anytime with any questions ([see "Getting Help" on page 3-3](#)).



# Chapter 2: Getting Started with Windows

---

## Introduction

VISTA runs with the latest and best version of Microsoft Windows™ products. If you've used Windows or an Apple Macintosh®, learning VISTA will be even easier for you. If not, here are some basics to get you started and some suggestions to carry you further.

## Why Windows?

Windows is the predominant operating system on personal computers today, and all indications are it will remain the most popular for years to come. It offers several distinct advantages:

- What you see is what you get. The graphical interface lets you see more of what you're doing. It's not only more effective; it's easier and more fun.
- All programs in Windows share basic characteristics, making them easier to learn and use.
- It's easy to do more than one thing at a time: you can be working on a spreadsheet or a word processing document at the same time you are working in VISTA, switching at will between them without having to put any of them away.
- Use of the mouse in some operations makes working easier and faster.

If you've never used Windows or a mouse before, don't be concerned. Go slowly; don't get frustrated. Force yourself to take the time to get the basics down. Anything new takes some getting used to, but millions of others have gone before you and come out smiling. Windows, the mouse, and VISTA will all be second nature to you in no time. By the time you finish learning and using VISTA, you'll be glad you did.

## Starting Windows

Usually your computer will be set up to start Windows automatically. For other occasions, from the DOS C: prompt, type **win**. Your computer will be set up to start VISTA automatically whenever Windows starts.

## Closing Windows

To close and exit Windows, **first close any open applications**, including VISTA and the DISC Database Server, then choose **File Exit Windows...** from the File Manager Menu Bar or **Shut Down...** from the **Start** button. A confirmation dialog box will ask you if you really want to end your Windows session. Press **Enter** or click **OK** to exit, and you will be at the DOS C: prompt.

## What is a Window?

A window is simply an area of the computer screen—a box—that's marked by borders and may be further demarcated by color.

*Windows 3.1x*

Windows version 3.1x's control center is a window called Program Manager. It will always be open; closing Program Manager shuts down Windows and returns you to DOS.

Other windows serve different purposes. A window may contain a group of programs represented by icons (small pictures). A window may contain an application such as a word processor or spreadsheet, and the application will use additional windows within its window to display “dialog boxes”—information boxes that present information or allow you to see additional information and select data or make other decisions.

A window may take up the whole screen, part of the screen, or it may be “iconized”—“closed” but still active and represented by an icon usually at the bottom of your screen.

Windows can overlap or overlie each other; they can be enlarged or reduced as needed. Think of each window as a piece of paper on your desktop, because that's the essential analogy behind this type of Graphical User Interface. Just like the items on your desk, you can arrange windows, shuffle them, work on one for a while then switch to another, put some away, then bring them back.

Most of these features remain the same in Windows NT 3.5. The basic principle of working with windows has also been retained in Windows 95—especially the way active windows are represented on your screen. But there are also quite a few differences starting with a much friendlier graphical interface. If you are using Windows 95, take the time to become very familiar with all of its features and VISTA becomes just one other application running under that environment.

## Mouse Hints

The use of the mouse can take some getting used to. Don't try to move the mouse without proper hand and arm support. It can be intimidating when you first grab the mouse and see the cursor flying wildly all over and off the screen. But don't panic. Get a grip as follows...

*If you're a southpaw, use the mouse control software in Windows to reverse right and left mouse buttons.*

Always use a mouse pad. Rest the heel of your right hand near the edge of the pad and grasp the mouse lightly in your fingers, with your forefinger over the left mouse button and your middle finger over the right. Use your thumb and other two fingers to guide the mouse and cursor—it takes relatively little range of movement to reach any area of the screen.

## Windows Tutorial

The best way to learn the basics of Windows—using the mouse, parts of a window, icons, etc.—is to go through the Windows Tutorial on the Program Manager or Start; **Help** menu.

### Do I Have to Use a Mouse?

Yes. And no.

Windows is designed to be almost as easy to use from the keyboard as with the mouse. (See “*Using the Keyboard Windows*” on page 2-3.) Most people end up using the combination of both that’s most comfortable and effective to them.

Don’t be afraid you have to use the mouse for every single thing you do—it doesn’t work that way. Keyboard alternatives to mouse actions are, for the most part, always available, easily identified throughout Windows, and easy to learn and get used to. But there are some things—such as moving windows on the screen—so much easier to do with the mouse, that you’ll probably find yourself reaching for it intuitively when the time comes. For example, in VISTA, to move to a particular field way down the screen, you can click on the field with the mouse instead of tabbing through many other fields to get there.

---

## Using the Keyboard in Windows

Here are some guidelines for using the keyboard in Windows. These same guidelines also apply to any Windows application, including VISTA.

The following assumes you have taken the Windows Tutorial and are familiar with common Windows terms such as menu bar, dialog box, etc.

### Alt Key Combinations

Many of the keyboard alternatives in Windows require you to press two keys at once, especially **Alt** plus another key. The Alt keys are located on either side of the space bar on most keyboards.

When mentioned in this documentation, these combinations will be referred to, for example, as **Alt-f**. This means first press the **Alt** key, then, while holding it down, press the second key, in this case **f**.

This does not mean you hold the keys down for a long time. Like any other keystroke, simply press Alt; press the second key, and then release both.

### Pulling Down a Menu

Every name in a menu bar has one character underlined. (As often as possible, the underlined character will be the first letter of the menu name.) That is the letter you press along with **Alt** to “pull down” (display) that menu. You don’t have to memorize any key combinations—just remember Alt and look at the screen.

To pull down the File menu, press **Alt-f**. To see the Window menu, press **Alt-w**.

To move to another menu, use the **Up** and **Down Arrow keys** on your keyboard. You can use the **Left-** or **Right-Arrow** keys to move left and right through the choices. Each menu will show in turn.

## Choosing a Menu Item

You can use the keyboard to choose an item on a menu in a couple of ways.

### Arrow Keys

Using the **Up-** or **Down-Arrow** keys, move to the item you want and press **Enter**.

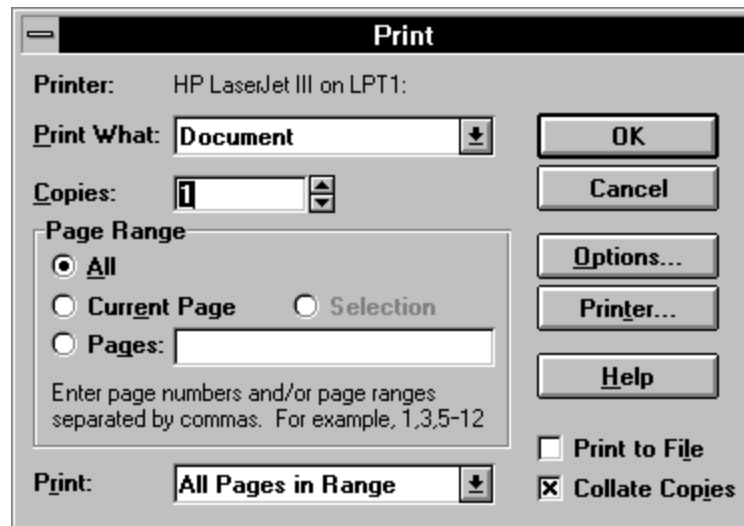
### Hot Keys

Notice that each item on the File menu also has an underlined character. To select a particular item, just press the underlined character.

To close the menu without selecting any items, press the Escape key, **Esc** (usually in the upper left corner of the keyboard).

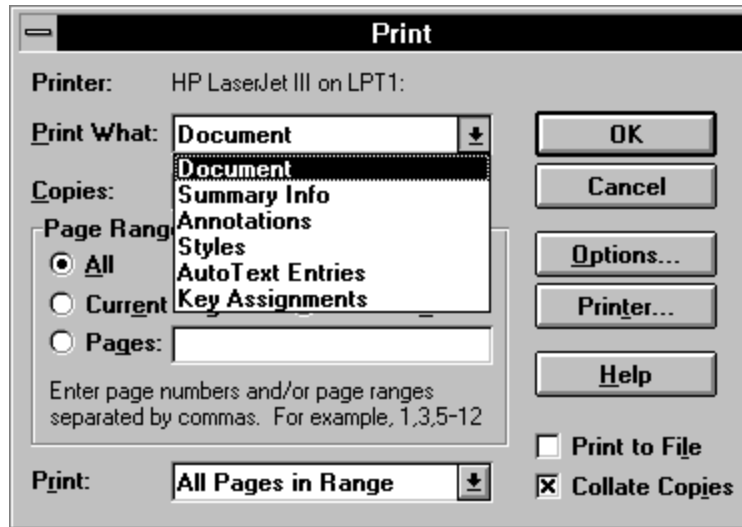
Closing the menu by pressing **Esc** still leaves the cursor in the menu bar with the menu name highlighted. Press **Esc** again to leave the menu bar and re-enter its window.

## Moving Around in Dialog Boxes



In a dialog box such as the one above, you can move from item to item (field to field) using the Tab key. Press **Tab** to move forward to the next field, press **Shift-Tab** to move backward to the previous field.

But also notice again there are underlines in the key words throughout the dialog box. You can move directly to a choice by pressing the underlined character in combination with Alt. For example, **Alt-e** in the box above would tell Windows to print the Current Page.



In the sample Print dialog box above, to get to **Print What** press **Alt-p**. To choose the option you want, use the up and down arrow keys to highlight your choice, then press **Tab** to move on to the next field.

The buttons at the right of this dialog box (OK, Cancel, etc.) illustrate another aspect of maneuvering through Windows with the keyboard. One of these buttons is always highlighted. (The highlight on a button consists of a dark outline and a dotted box around the word on the button that may not show on this printed version.)

*Another way to cancel any Windows dialog box is to press the escape key, Esc.*

Pressing **Enter** from anywhere in the dialog box activates the highlighted button. If **OK** is highlighted, in this case your document will be printed with the options you've selected. If **Cancel** is highlighted, the dialog will be canceled and you'll be returned to the active application window.

## Finding Open Applications

To cycle through all open applications, hold down the **Alt** key and press **Tab**. Each time you press **Tab**, a different open application icon and name will be displayed in the center of your screen. To go to a particular application, release the Alt key while that application name is on your screen.

This is a particularly handy way to move from one VISTA application to another. For example, you may have Chart of Accounts Entry, Invoice Entry, and Vendor Entry open all at the same time. If, while working in one, you want to move to another, hold down **Alt** and press **Tab** successively until the application you want is named on your screen. Then release the keys and that application window will become the active window.

In Windows 95, the task bar at the bottom of your screen that the **Start** button is on always displays the other applications or programs that are running while only the active one is on your screen. Instead of using the **Alt+Tab** procedure as above in Windows 3.x, simply click the item on the task bar and Windows 95 activates it.

## Conclusion

Covering all the details of using the keyboard in Windows would take a manual unto itself. These few examples will get you started and let you see that you don't have to give up the keyboard in order to use Windows and VISTA easily and effectively.

More specific examples of keyboard use are given throughout the VISTA portions of this documentation.

---

## Don't Worry, Be Happy

As you get used to Windows and VISTA, you may be afraid you'll do something wrong, something to destroy data or programs. You may "lose" a window! Don't worry—it's still there somewhere. You may delete an icon or a program group! Does that mean you've wiped away the programs? No. They're still on the disk, and re-establishing them is a cinch.

Don't be intimidated by the unknown. You can't do anything that can't be undone, and you will not do anything to permanently damage the software or hardware.

So, have at it. Try anything. Experiment to your heart's content. Move windows around, re-size them, and practice the keyboard and the mouse till you find the mix of both that suits you best.

Once you get used to Windows and VISTA, you won't want to go back to any other software.

# Chapter 3: Getting Started with VISTA

---

## Introduction

This section explains some overall aspects of VISTA, some things you will see and find useful throughout all the programs, and some concepts that apply to all programs and all windows. It also tells you how to find help easily when you need it.

---

## Creating Your System

VISTA is the most flexible production accounting system available. Before you begin working with it, the staff at Entertainment Partners will discuss the details of your project with you.

They will

- explain the many options in VISTA and what they mean to you
- discuss field options, sizes, titles, and keying preferences
- go over your Chart of Accounts and its components and how you plan to use them
- ask questions about how you want VISTA to help you
- explore the idiosyncrasies of your production: multiple locations, concurrent locations, currencies, bank accounts, etc.

Working together, you will establish the basic version of VISTA that will work most productively and efficiently for you and the production.

---

## Starting VISTA

VISTA will normally be started automatically when Windows starts.

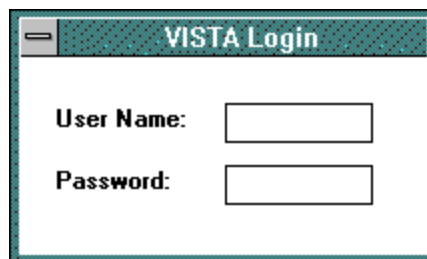
To start VISTA from within Windows, open the Startup Program Group in Program Manager.

The Startup Group will contain at least the following two icons: **DISC Database Server** and VISTA.



Dtrieve must be started before VISTA, so double-click on Dtrieve DISC Database Server first, then double-click on VISTA. In Windows 95, click the **Start** button, put the mouse on **Programs** which opens up the list of applications in that group, put the mouse on **VISTA** and when that menu item opens up you will find the Dtrieve and VISTA command. As in Windows 3.x, start Dtrieve before you start VISTA itself.

However VISTA is started, the first thing you see is the Login window.



Enter a valid user name (Login ID) and password, and press Enter to open VISTA. (For more information on Login ID and password, see [“User Setup” on page 9-2.](#))

---

## Closing VISTA

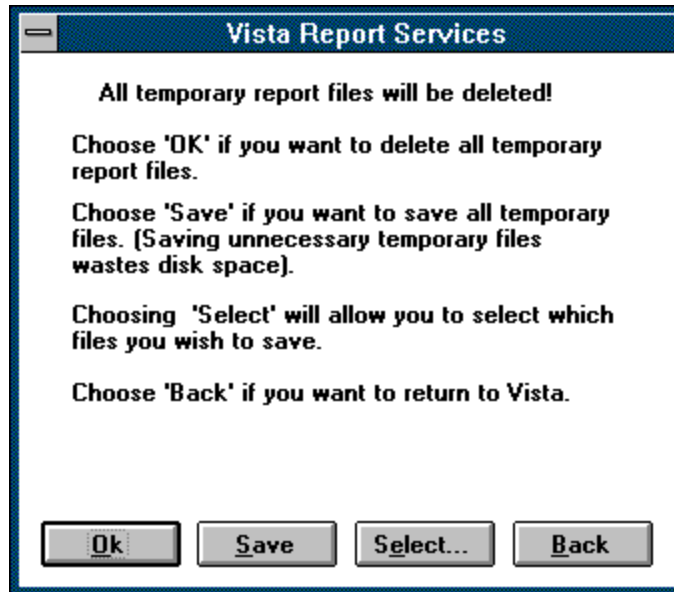
To close VISTA, select Exit from the File menu. **Always close VISTA before closing Windows and shutting down your system.**

## Deleting or Saving Report Services Files

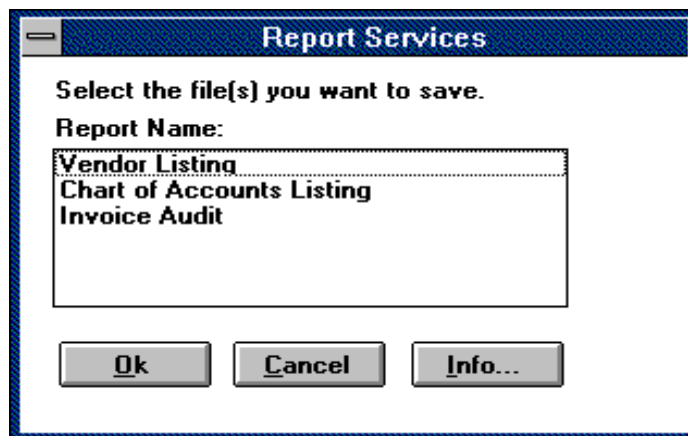
Temporary report files are created and stored on your disk drive whenever you use VISTA ReportView to see a report on-screen (see [“Viewing VISTA Reports on the Monitor” on page 5-6.](#))

When you close VISTA, if there are report files on your disk drive, the following Report Services dialog shows up.





The dialog is self-explanatory, and the normal response is to press **Enter** or click on **OK** and delete the files before exiting VISTA. But if there are reports (files) you want to save, clicking on the **Select...** button brings up the following scroll list showing the files you have to choose from.



Clicking on the **Info...** button shows details about the selected file (as long as only one file is selected).

To **save** a file, click on it to highlight it, click **OK** to exit the list, then click **OK** in the Report Services list to exit, delete the file(s) you didn't mark, and save the file(s) you did.

To **save more than one file**, see ["Highlighting More than One Choice"](#) on page 4-3.

---

## Getting Help

There are three excellent sources of help for VISTA:

1. Manual
2. On-line (VISTA systems with the CD ROM installation)

### 3. Entertainment Partners VISTA Customer Support

The **Manual** covers VISTA from A to Z, with particular emphasis on background and introductory material—understanding how and why VISTA works and how to set the system up for your production.

Use the thorough Table of Contents or the detailed Index to home in on the answers to your questions. Use the profuse cross-references to track even more information on any subject. Use the Glossary to understand new terms or expressions.

**On-line Help** is available on your screen from anywhere within VISTA. No need to turn away from your computer to get all the help you need in day-to-day operations.

**On-line Help is up-to-date.** If there's a difference between your Manual and your On-line Help, the On-line Help will always be more current and accurate. It is far easier to maintain and distribute the computer help file than it is to re-print a manual every time a change or correction is made.

**EP Customer Support** is always just a phone call away—professionals schooled in every nuance of VISTA, ready to assist with any problem, answer any question. Dial **818-955-6000** and ask for **VISTA Customer Support**.

## Learning and Using On-line Help

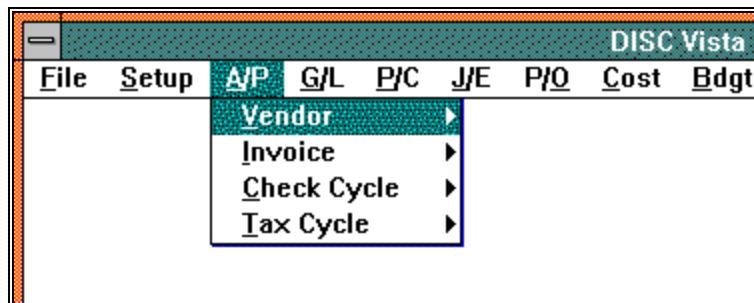
On line Help is not available at this time.

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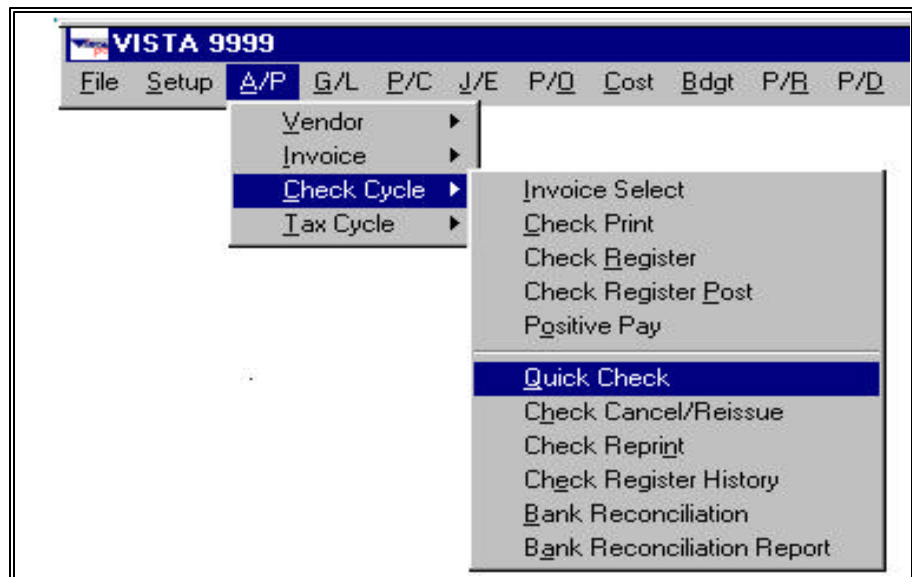
## Menus and Submenus



To select an option from a menu, click on the menu name in the menu bar to display ("pull down") the menu. Then click on the selection you want in that menu.



An arrow to the right of a menu item means that it has a submenu. Clicking on the menu item displays its submenu. To choose from the submenu, click on the item you want.



## Cursor Shapes

The **mouse cursor** in VISTA assumes three different shapes, depending on where the cursor is located and what the system is doing.

**Arrowhead** This is the normal mouse cursor shape, used to select or move by pointing.

**Text Bar (Insertion Bar)** The mouse cursor becomes a vertical line when it is in an input field and the system is waiting for input—characters or numbers—from the keyboard. Clicking on the field positions the input cursor (flashing block).

**Hourglass** When the system is busy, the mouse cursor resembles an hourglass, meaning wait. But, you may notice the mouse cursor changes shape if you move it outside the foremost window. This means that while you're waiting on an operation in one part of VISTA, you can be doing something else in another part. (See *“Doing More Than One Thing at a Time”* on page 3-5.)

A separate **input cursor** appears in input fields as a flashing block.

**Flashing Block (Input Cursor)** The cursor in an input field is a flashing block one character wide. This is not the mouse cursor. When you see this cursor, you will also still see the mouse cursor. When you move the mouse cursor to an input field and it becomes a text bar, if you click in that field, the input cursor appears.

## Doing More Than One Thing at a Time

This may sound like a luxury—and it is—but it's perfectly normal in Windows and in VISTA. You may hear this called “multi-tasking.” We call it a pleasure.

Any VISTA programs can be open and running at the same time.

Suppose you're entering invoices and come across a vendor that hasn't been set up yet. You don't have to close the invoice screen. Select A/P Vendor, Vendor Entry, set up your new vendor, click on the Invoice Entry window, and continue entering invoices. You don't even have to close the Vendor Entry window—just leave it open in case you need it again. In which case you just click on it to make it the active window and add another vendor.

If you're running a report that takes some time to compile, you can enter petty cash while you wait. If you're downloading a payroll diskette and see the hourglass, you can run a G/L inquiry while you wait. You can even start a process in VISTA then open your word processor or spreadsheet program and work in those until you're ready to come back to VISTA.

At any time, to see what applications are open, use the Alt-Tab key combination (see [“Finding Open Applications” on page 2-5](#)).

## ***A Peccadillo***

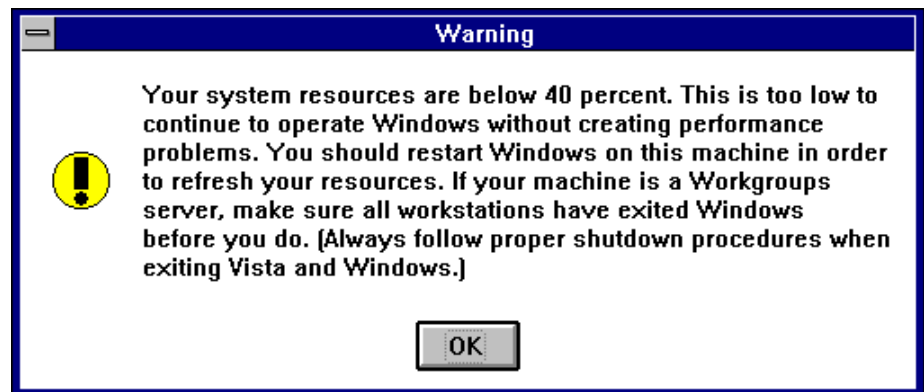
If you move between VISTA windows and other applications regularly, you will notice that when you return to a VISTA window, there is no active cursor even though the window is the active window.

When this occurs, simply place the mouse cursor in any field in the window and click; the cursor will return.

## ***Limits***

There are **limits** to open applications. You are constrained by the memory and power of your computer. Opening too many applications will bring your computer to a grinding halt. As a rule of thumb, you can open four or five VISTA application windows with no problem. If you want to switch to yet another application, close one or more of the other windows before doing so.

Here is the warning issued by VISTA when too many open programs are draining too many hardware resources. Read the message carefully and follow the instructions to avoid problems and potential loss of data.



## ***So Don't Get Carried Away***

Microsoft Windows is an intriguing environment, especially when it's new to you. There are all sorts of things to play and fiddle with: desktop organization, creating windows and moving applications around, showing all those nifty icons on the screen, colors, wallpapers, desktop patterns, screen savers, mouse settings—and on and on. But, after the novelty wears off, come back to basics and **keep it simple**.

Every one of the flowery features uses resources, leaving fewer resources for the software that really does your work. If you display every application and game on your computer on your desktop, you're just eating up valuable Windows resources. So, if you can stand it, avoid screen savers (they're really not necessary for new monitors, anyway). Don't use wallpaper or desktop patterns. Organize your key applications into one Applications Group, and keep all your other Groups iconized at the bottom of Program Manager. As with your literal desktop, keep your Windows desktop clean and well-organized, lean and mean.

---

## Blue vs. Black—and Red All Over

VISTA **menus** display items in black or blue text. If an item is **black**, it is an available option. If it is **blue**, it is not available under the current conditions.

VISTA **windows** show text or numbers in one of two colors, black or blue. A field shown in **black** can be changed by the operator; a field shown in **blue** cannot be changed by the operator in this window.

Fields filled with **red** are required fields that must have valid information entered. The red fill does not show up until you try to enter a transaction or request without them. It means you must enter something in the field or what you have entered is not a valid choice for that field.

---

## Using the Keyboard in VISTA Windows

Here is some general information about using the keyboard in VISTA windows.

### All CAPS or Not?

Whether to use all capitals when entering VISTA data or to use caps and lower case combined is up to you. It makes no difference to VISTA. For consistency and appearance, we suggest you stick to all of one or the other for any given project.

### Keys for Moving Around

Key	Use
Tab	Moves cursor forward from field to field.
Shift-Tab or Tilde (~)	Moves cursor backward from field to field.
Enter	Moves from a control section into the detail section of a window <b>or</b> indicates a transaction, change, or request is complete and ready to be recorded or acted on <b>or</b> performs the action of the highlighted button in dialog boxes or scroll panels.
Escape (Esc)	Cancels dialog boxes or scroll panels

### Keys for Entering Data

Key	Use
Insert	Toggles between Overwrite and Insert mode when entering data; default is Overwrite.
Home	Moves cursor to the first position of a field.
End	Moves cursor to the last position of a field.

Backspace	Moves cursor one position to left in the field; does not erase character; will not move back to prior field.
Delete	Deletes the character under the flashing cursor and moves remaining characters one position to the left.
Left Arrow	Moves cursor one position to left within a field; does not erase data; moves cursor to first position of prior field from first position of current field.
Right Arrow	Moves cursor one position to right; does not erase data; will move cursor from last position of current field to first position of next field.
Page Up	For input windows with multiple pages of distribution, moves up to previous page of data.
Page Down	For input windows with multiple pages of distribution, moves down to next page of data.

### Other Special Keys

The special purposes of the **Alt** key in Windows have already been discussed ([see “Alt” on page 2-3](#)). The Alt key can be used in VISTA menus and dialog boxes just as it can in any other Windows program.

The **F1** key can be pressed at any time anywhere in VISTA to bring up help screens.

Press the **F11** key in any account number field where an account number has been entered and VISTA will display the account’s description, balance, budget amount, and EFC.

Press the **F12** key in any field containing system options (vendor, company, etc.), and a scroll panel will be displayed showing your choices (unless there is only one choice, in which case the field will be filled in automatically when you press F12).

This function and the panel that is displayed are described more fully below.

# Chapter 4: VISTA Basics

---

## Introduction

Here are some of VISTA's basic operating modules, items you will see in any application or that will effect you in any part of the system.

---

## Scroll Panels

*This is the only time you use the right mouse button in VISTA.*

VISTA makes it easy for you to select the right data by presenting your choices for you. Throughout VISTA when you get to a field that requires data that is already a part of the system, you can press **F12** when the cursor is in that field, or you can place the mouse cursor in the field and click the **right mouse button**.

For example, if you want to modify a Vendor record, choose A/P Vendor, Vendor Entry. From the Function Menu in Vendor Entry, select Modify. Your window will look similar to the one shown partially below.

The flashing cursor will be in the Currency field. If yours is a multi-currency show and the correct currency is not already showing, you can press **F12** to see and select the currency you want. Once the currency is correct, press **Tab** to move to Vendor Number. Here again, you may press **F12** or move the mouse cursor into the field and click the right mouse button. This will display a list of Vendors in Vendor Number

order, from which you can choose the one you want to change. This may have been a big deal at one time, but Vendor Numbers have diminished in importance now that you can look up a Vendor by Name.

We could illustrate a **scroll panel** with either of the above fields, but we'll use the next field instead, because it's the one you'll use most often when looking up a Vendor.

## Selecting a Vendor

Tab the cursor to the Vendor Name field or **right-click** the mouse in the Vendor Name field, and the entire Vendor list will be presented in the scroll panel in Name order, as below.

Apbl201		
	Name	Number
<div>Previous</div> <div>Next</div> <div>Help</div> <div>Done</div> <div>Cancel</div>	ABC LIMOUSINES	000000
	ADAMS/ANNA	000000
	ALOHA LIMOUSINE SERVICE	000000
	ASPEN WALLCOVERINGS	000000
	AUDIENCES UNLIMITED	000000
	BLUEPRINT, INC	000000
	BRIC-A-BRAC, INC.	000000
	BROWN/BILLIE	000000
	BUDGET RENT-A-CAR	000000
	CASE/CARRIE	000000
	CATTY CORNERS	000000
	CBX STUDIOS	000000
	CHLOE TALENT AGENCY	000000
CLIFFORDS/CLIFF	000000	

If the Vendor you want is in the scroll panel window, **double-click** on that Vendor (or click on the Vendor then click on **Done**) and the scroll panel will be closed and the Vendor's information inserted into the fields of the Vendor Entry window.

To move to the next page of Vendors, click on **Next**. To move backward (upward) in the list, click on **Previous**. To cancel the search without selecting anything, click on **Cancel**.

## Narrowing the Search

To save time and narrow the search in a long list like the Vendor File, type in the first or first few characters of information in the input field before pressing F12 or right-clicking the mouse. In this Vendor example, typing **C** before searching would produce the following:

Apbl201		
	Name	Number
<div>Previous</div> <div>Next</div> <div>Help</div> <div>Done</div> <div>Cancel</div>	CASE/CARRIE	000000
	CATTY CORNERS	000000
	CBX STUDIOS	000000
	CHLOE TALENT AGENCY	000000
	CLIFFORDS/CLIFF	000000
	COSTUME RENTAL CORP.	000000



Typing **CA** in the Vendor Name field before pressing F12 would narrow the search to two Vendors. Typing **CL** would narrow the list to one Vendor and eliminate the need to display the scroll panel.

## Using the Keyboard in Scroll Panels

You can highlight the choice you want by using the **Up-** or **Down-Arrow** keys. When the correct choice is highlighted, press **Enter**.

*Alt key combinations do not work in VISTA scroll panels.*

To move to the next or previous page using the keyboard, **Tab** from button to button until the Next or Previous button is highlighted, then press **Enter**.

To cancel the search without selecting anything, press **Esc** (escape).

## Highlighting More than One Choice

In some scrolling lists, you can select more than one choice, for example, batches for audit lists, payroll invoices for listing or posting, invoices not to be selected for checks, etc.

To highlight more than one choice, use one of the following techniques.

To highlight a **contiguous group** of choices, hold down the **Shift key** while you click on the first and last choices in the group. The whole group should then be highlighted. Once the group is highlighted, release the Shift key.

To highlight **various choices**, hold down the **Control key (Ctrl)** while you click on each of the choices you want highlighted. When you've finished selecting, release the Ctrl key.

To **de-select** one of multiple highlighted choices, hold down the **Ctrl key** and click on the highlighted choice. When you're finished de-highlighting, release the Ctrl key.

When all the choices you want to make are highlighted, click **OK**.

To find out if you can select more than one choice in a particular scroll list, just try to highlight more than one choice. If multiple highlights show up, you can. If not, you can only choose one option.

---

## Function Menus

Every application window in VISTA has a Function Menu in first position on the Menu Bar. It is the menu used to **Exit** every application and close it and its window. A second item on every Function Menu is **Clear Screen**, used to clear all fields in the window for a fresh start at entering data.

If the application can update data (input applications, setup applications, etc.), the Function Menu is where you choose your **operating mode: Add, Modify, Inquire, or Delete**. In some cases where data cannot be deleted, the Delete option may be, instead, something like **Inactivate**. The selected operating mode is always shown either near the top right corner of the application window or at the end of the Title in the window's Title Bar. Most applications open in the Add mode.

The operating modes work as follows:

Choose	To
Add	Add new transactions or entries
Modify	Change, modify, update data in a transaction or other entry
Inquire	Look at a transaction or other entry but make no changes
Delete	Do away with a transaction or other entry where it's allowed

Where the Function Menu contains the standard options and the options operate normally, the options will not be covered specifically in describing the application. Where the Function Menu for a specific application contains a different choice, that choice will be explained in detail in the application's documentation.

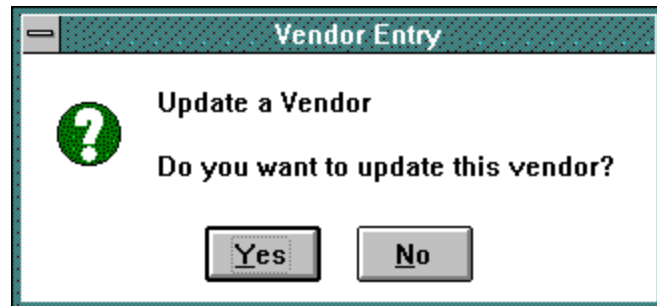
---

## Entry Confirmation: Press Enter

Whenever you Add, Modify, Delete, or otherwise change a transaction or entry, you will be asked to confirm your action. This is your chance to say, Yes, this is what I want to do, or No, don't do that.

**No transactions or entries or changes to them are entered automatically. You must press Enter when an action is completed to record that action.**

When you press **Enter** to register any type of change, if all the required fields are filled with valid data, a dialog box is displayed asking if you want to perform this change. The response buttons are **Yes** and **No**. The dialog below is typical.



Yes is the **default** choice; pressing **Enter** will respond Yes and make the additions or changes. This is the fastest, easiest way to respond.

You can also respond by pressing **Y for Yes** or **N for No**. Or you can click on either button to indicate your choice.

## Entry Editing and Messages

Most of VISTA's entry editing is done when you **press Enter** to record a transaction or entry. If a line of account distribution contains an **invalid** account number or amount or no description, a message is displayed and the invalid field highlighted when you **press Enter**. **Warnings** are also issued at this time. For example, if you've entered a duplicate invoice number or check number, a warning is displayed when you press Enter that gives you a chance to either accept the transaction or decline to enter it.

## Error Message and Warning Hierarchy

Error messages are presented **one at a time**. If your entry contains multiple errors, each one will be displayed **separately**. For example, if you have used invalid accounts in more than one line of distribution, an error message for the first one will be displayed, you can correct it, then, when you press Enter again, an error message for the next will be displayed.

After all errors (if any) are corrected, **warning messages** are displayed, again, one at a time. For example, if you've entered an invoice number and a check number in Invoice Entry that have previously been entered, a warning message for each will be displayed separately, giving you a chance to change or accept the duplicate(s) one at a time.

---

## Batch Processing

Input data in VISTA is processed in groups of transactions or batches. **Accounts Payable** invoices, **Petty Cash** vouchers, and **Journal Entries** are input in batches, listed for review and auditing, corrected if necessary, then posted to transaction files and accounts.

Batch processing is the safest, most accurate, and most controlled method of input; allowing scrutiny and correction before incorrect entries become part of your permanent records.

Here are the common basics of creating, changing, and deleting transactions and batches for these three major input categories.

## Typical Routine

Here is a basic cycle for data entry.

**Input:** Create a new batch and key in documents/transactions. **Stamp each document as Entered and record its Transaction Number at the time of entry.**

**Audit:** Run audit reports by batch in both Transaction and Distribution sequences. Check audit reports against original documents for accuracy and coding and spelling errors.

**Modify:** Make any changes necessary.

**Re-audit:** If changes were made, run Audit reports again to make sure changes were made and recorded correctly.

**Post:** Post each batch individually; file source documents in permanent files or for further processing (Invoices).

While Audit Reports and Posting Reports can be run for more than one batch at a time, running them for each batch separately provides a clearer record and better control, especially if you save and file all your reports.

Saving and filing all your final Audit Reports and Posting Reports provides the best audit trail for your production.

## Computer-created batches

In addition to the batches input directly, some batches are created for you. These **automatic batches must be posted** as any other batch before they effect your account balances.

An **Accounts Payable** batch is created when you

- Cancel/Reissue a check (CRBATCH)
- Print a Quick Check for an invoice not previously entered (QCBATCH)
- Change distribution on a previously posted transaction (DISTCHGS)
- Post a payroll invoice from diskette (PRBATCH)
- Adjust tax amounts (TAXADJ)

Audit, Modify and Post these batches from the A/P Invoice menu.

A **Journal Entry** batch is created when you reverse a posted transaction (REVERSAL). Audit, Modify and Post these batches from the J/E menu.

These batches, also, can be audited and changed or corrected before posting to permanent records.

## Choose Function First

The **Function Menu** in each input window is exactly the same, including the following choices.

Choice	Purpose
Add	Add a new batch of transactions or new transactions to an existing batch.
Modify	Change or add transactions to an existing batch
Inquire	Look at (but cannot change) an existing batch
Delete	Delete a transaction in an existing batch
Clear Screen	Clears Batch information if in Batch Control Area; clears transaction information if in transaction area; clears information for fresh start; does not update any data
Exit	Closes and exits the input window; does not update any information

The choices on the Function Menu apply to the **transactions** within a batch. To create a new batch, see [“Creating a New Batch” on page 4-7](#). To delete a batch, see [“Deleting a Batch” on page 4-8](#). To change batch control codes before the batch is posted, see [“Changing Batch Control Data” on page 4-8](#).

## Batch Control Area

Each of the main input functions—A/P, P/C, and J/E—have a Batch Control Area in the top left corner of the program’s window. The Control Area establishes which Company, Currency, and Batch ID you want to work in when you first go into the batch process. A/P also requires Bank Code (see [“Bank Account” on page 9-11](#)); Petty Cash also requires P/C Code (see [“Petty Cash” on page 9-14](#)).

Here is the Control Area for A/P (the Batch Control box).

The screenshot shows the 'Invoice Entry' window. The menu bar includes 'Function', 'Edit Lines', 'Ledger Period', 'Batch', and 'Help'. The 'Batch Control' section has fields for 'Company' (01), 'Currency' (US), 'Bank Code' (BA), 'Batch', 'Amount', and 'Current'. The 'Vendor Information' section has fields for 'Vendor' and 'State Worked'. The 'Year/Period' section has fields for 'Year/Period' (20000101), 'Trans No.', and 'Totals' (Gross, Discount, Net). An 'ADD' button is located in the top right corner.

The available choices for the primary control fields can be accessed using F12 or right clicking in the field to bring up the appropriate scroll panel. You can also press F12 or right-click in the Batch field to select a batch that already exists.

## Creating a New Batch

To start a new batch, just enter the new batch ID in Add mode.

In the Amount field, you may enter a batch total; you may also leave it zero. This total is for information only. As you enter transactions, the net total will be displayed. When you're finished entering, you can compare your total to the net total for control, but no programmed comparison is made.

## Controlling Batch Year/Period

A batch can be designated for the **Current Period** or **Next Period**, and the designation can be changed at any time before the batch is posted.

To choose a designation, use the **Ledger Period Menu** in the input window menu bar and select either **Current Period** or **Next Period**.

**Do not mix entries for different periods within the same batch.**

**To make sure all transactions are posted to the next-period batch, select Ledger Period Next Period for each transaction in the batch.**

The batch's Year/Period is shown in the information area for each type of input.

A batch for **Next Period** can be posted without affecting the balances or the closing of the Current Period.

## Leaving the Control Area

*You cannot leave the Control Area using the mouse.*

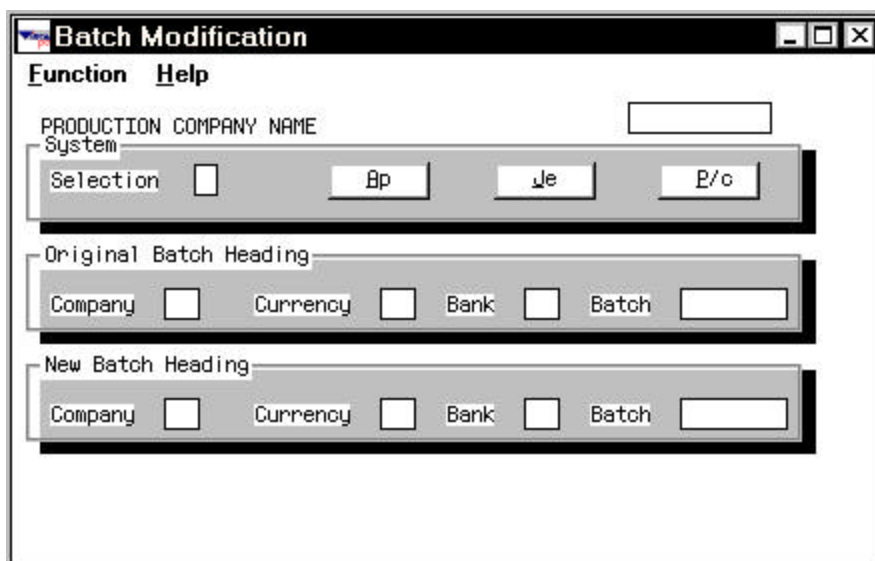
When the Control Area is as you want it, press **Enter**. This is the only way to leave the control area and move the cursor into the transaction area.

## Returning to the Control Area

To return to the Control Area from the transaction area, select **Unlock Batch** on the input window's **Batch Menu**. If there is data in displayed transaction fields, it is advisable to choose Function Clear Screen before starting anew in the Control Area.

## Changing Batch Control Data

To change the control information of a batch before it's posted—Company, Currency, etc.—select **Util Batch Modification** from VISTA's Main Menu.



Click on the button for the type of batch—A/P, J/E, or P/C—then enter the control data of the batch you want to change (or use F12 or right-click to select the batch from a scroll panel). Enter the new data in the fields in New Batch Heading, and press **Enter** when done. You will be asked to confirm the Batch Transfer (Modification) click **Yes** to complete the change(s).

Once a batch is posted, this information cannot be changed.

## Deleting a Batch

To delete a whole batch, use the **Batch Menu** in the input window.

Select **Batch Delete**. If only one batch exists, the batch ID and total will show in the appropriate control fields. If more than one batch exists, the scroll panel will display the open batches. Select the batch you want to delete, then click on OK.

You are asked to confirm the delete before it takes effect. If you respond Yes, the entire batch will be deleted. If you respond No, the batch will not be deleted.

## Editing and Posting a Batch

Once a batch is entered, it is usually printed for auditing. After the review, changes or corrections are made, if necessary. Then the batch is posted. (The specifics of audit lists and posting are covered in the sections on each type of input.)

When a batch is posted, its transactions become part of the permanent records and the effects on accounts are posted to those accounts.

Once posted, the batch as an entity ceases to exist, but the transaction always carries its batch ID and will be displayed on transaction reports for reference.

## Purchase Order Session ID

Purchase Orders are entered in groups identified by **Session ID**. These Sessions need *not* be fully processed before the information effects cost reports. This subject is covered exhaustively in the “[Purchase Orders - P/O Menu](#)” section, beginning on [page 12-1](#).

## Per Diem Batches

Per Diems are entered in batches, also, and they can be edited before being posted. But there is enough difference in the way they are entered and handled by VISTA that their batch processing is covered separately in the chapter on Per Diems.

---

## Currency Report Options

Throughout VISTA, in many report specification windows, you’ll see the following choices:

Currency Conversion	<input type="text" value="N"/>	<input type="button" value="Base"/>	<input type="button" value="Native"/>
Exchange Rate	<input type="text" value="B"/>	<input type="button" value="Budget"/>	<input type="button" value="Current"/>

For any report offering these choices, the choices you make are shown in the **report header** on every page.

These choices refer back to Currency Setup, and always offer these options:

## Currency Conversion

The **Base** Currency is the currency that has been designated by the User as the primary currency in which costs will be entered. **Native** Currency is the currency of the location in which the production is shooting. Local costs will likely be recorded in the local, **Native**, currency.

Click on **Base** or enter **B** to show amounts converted from Native to the Base Currency. Click on **Native** or enter **N** to show amounts in Native Currency as originally entered.

If you’re listing **Pound Sterling** transactions and your **Base Currency** is **US Dollars**, choosing **Native** would show amounts in the original Sterling as entered; choosing **Base** would show amounts converted from Sterling to US Dollars.

If you’re listing **US Dollar** transactions and your **Base Currency** is **US Dollars**, your choices in these fields will not make any difference in the report amounts.

## Exchange Rate

Click on **Budget** or enter **B** to use the budgeted exchange rate for currency conversion. Click on **Current** or enter **C** to use the Current exchange rate for currency conversion.

Your choice here makes a difference **only** if you’re converting amounts from another currency to Base Currency (and have chosen Base in the Currency Conversion field) and your Budget and Current Rates are different as recorded in Currency Setup for the other Currency.

For more information, see [“Currency” on page 9-7](#).

---

## Keying Decimals

Whenever you enter a currency amount in VISTA, you have the option of keying the decimal point or not.

If you enter the decimal point, you only need to enter significant digits after the decimal. That is, to enter \$500.00, you would only have to key “500.” and press Tab. To enter \$25.50, you would only have to key “25.5” and press Tab.

If you don’t want to bother with keying decimal points, you can enter the amount in full, including any digits to the right of the decimal, and VISTA will place the decimal point automatically. To enter \$500.00, key “50000” and press Tab; to enter \$25.50, key “2550” and press Tab.

---

**Note:** If you don’t key the decimal point, VISTA will not always place the decimal so you can see it as soon as you leave the field, but it will always be placed correctly.

---

Also, if you don’t key the decimal, you must enter the number of digits to the right of the decimal that has been declared for this Currency in Setup (see [“Number of Places to the Right of the Decimal” on page 9-9](#)). Normally this will be two digits or places. But if Setup Currency has specified more or fewer digits for input fields, your input must comply with the spec.

For example, if Number of Places to the Right of the Decimal for Entering Amounts is set to three (3) for a Currency, then you’d have to key “500000” to enter 500.000 units of that Currency.

---

## Transaction Numbers

Every entry that effects account balances is automatically assigned an **eight-digit Transaction Number** by VISTA as soon as it is input. The numbers begin with 1 and are incremented by one as they are assigned. Transactions that remain in the system retain their Transaction Number.

Examples of transactions: an invoice, a petty cash voucher or envelope, a journal entry, a purchase order.

In addition to the Transaction Number, a **four-digit line item number** is automatically assigned to each line of account distribution. Thus an invoice will have one Transaction Number and a line item number identifying each line of its distribution.

While Transaction Numbers are assigned in a continuous sequence, the sequence will not remain intact throughout the life of your system.

Examples of transactions that may “disappear” (along with their Transaction Numbers) from the system: transactions in batches that are deleted, transactions that are deleted before batches are posted, POs that are canceled or fulfilled.

---

## Account Distribution Entry

Data-entry Distribution Lines in VISTA are consistent from program to program, making it easy to get used to the entry format whether entering PO’s, Invoices, Petty



Cash, or Journal Entries (there is no Tax Code in Journal Entry Distribution). Here the basic distribution line is described. Any idiosyncrasies in particular programs are detailed in that program’s chapter.

	LO	G/L	PROD	DETL	ST	IN	F	Amount	Description	Tx Cd
01										
02										
03										
04										
05										

The number at the left of each line is the **line number**. There can be up to **50** distribution lines per input transaction. As you fill in the lines, VISTA will move automatically to the next set of five lines, through up to ten “**pages**” of five lines each. To move yourself through these pages, use the **Page Up** and **Page Down** keys.

Input fields

The left-most field is the **Account Number**, in the format for your production,

ACCOUNT\_INFO

Account Number

22 212 1001 1103

Account Description

RIGHTS PURCHASED

Account Balance

650.00

Budget Amount

100000.00

Estimated Final Cost

100200.00

OK

including Set, Insurance, and Free fields.

When you have entered a complete account number, you can **verify** it instantaneously by pressing **F11**. If the account number is valid, a window is displayed showing the account number and title and amounts.

If it is not valid, a small message window tells you that, too.

Enter the amount for the line in the **Amount** field. For keying options, [see “Keying Decimals” on page 4-10.](#)

The **Description** field will hold up to 40 characters of description for this line. Description cannot entered as blank, but, for every line after the first, Description will **repeat** automatically from line to line if you leave the field blank as you tab from one line to the next.

The **Tx Cd** field is for the **1099 Tax Code**, if applicable to this **line** and this **Vendor**. To enter a **Tax Code**, you can enter it directly, if you know it, or, once the cursor is in the field, press **F12** to see the available codes and select the appropriate one from a scroll panel.

## Error Messages

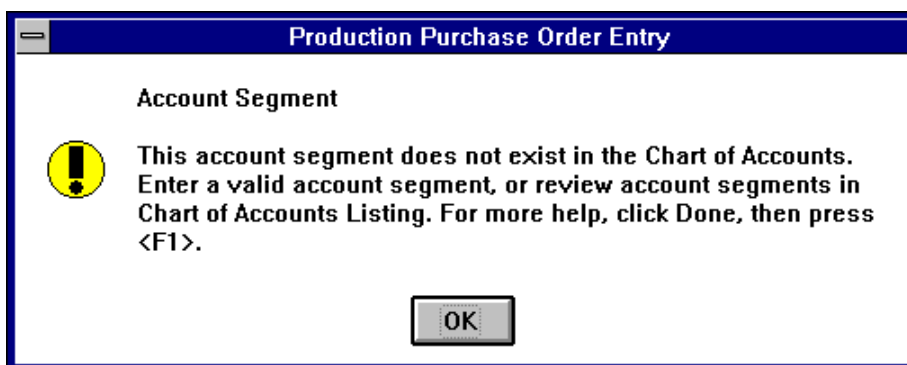
When you've finished your distribution entries and **press Enter** to record the transaction, VISTA checks your transaction for errors. There are particular error checks associated with different input types, and they are described in those sections of the documentation (PO's, A/P, P/C, J/E). For the **distribution lines**, there are the following error checks **line by line** no matter which type of input. (The sample messages shown are from A/P Invoice Entry, but the messages will be the same for any input.)

To clear an error message from the screen, **press Enter** or click on **OK**. The field in error will be highlighted in **red** in the input window and the cursor will be located in the field in error.

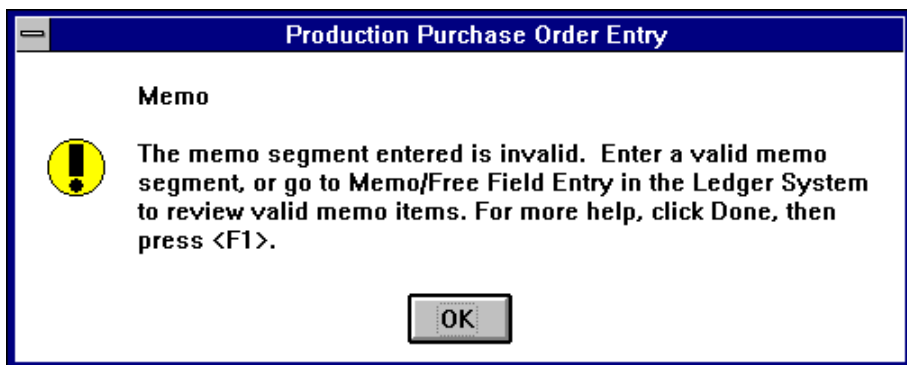
Errors are checked for and reported line by line in the following sequence:

**Account validation:** The account number is validated through the **Set** segment, and must be on the Chart of Accounts. If not, the following message is displayed and the Account field of the error line is highlighted in **red**. Fix the Account Number or add the Segment to the Chart of Accounts.

Remember, you can **validate Account Numbers** as you enter them by **pressing F11** after completing the Account field while the cursor is anywhere on that distribution line. Insurance and Free fields are **not** validated in the F11 process.



**Memo Fields validation (Insurance and Free fields):** Any entries to Insurance or Free fields have to have been defined in Setup (see "Insurance/Free Field" on page 106). Entries in these fields must be **exactly** like those in the Setup Tables. For example, if an Insurance field is defined as **04**, entering **4** with no leading zero will cause an error message.



**Amount field:** The Amount field must contain a number, even if the number is **zero**. A **blank Amount field** will cause the following error message and highlight the Amount field on the error line in **red**.

---

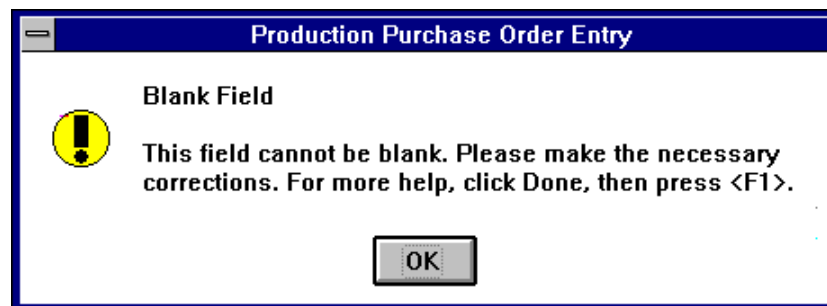
**Note:** VISTA will accept Distribution Lines with zero amounts as valid. To **delete a line** of Distribution, replace the entire line with blanks.

---



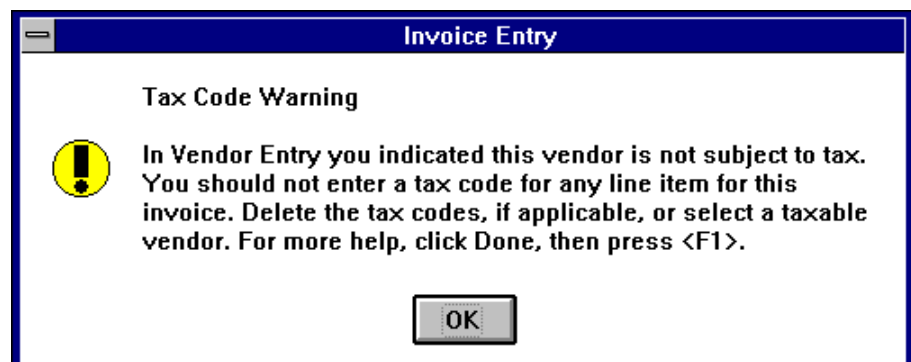
**Description field:** The Description field of every Distribution Line must contain something, i.e., it cannot be blank. A blank Description produces the following error message.

Remember, after the first line of Distribution, if Description is left blank, the Description from the **previous** line will be **copied automatically** and no error message will be generated.

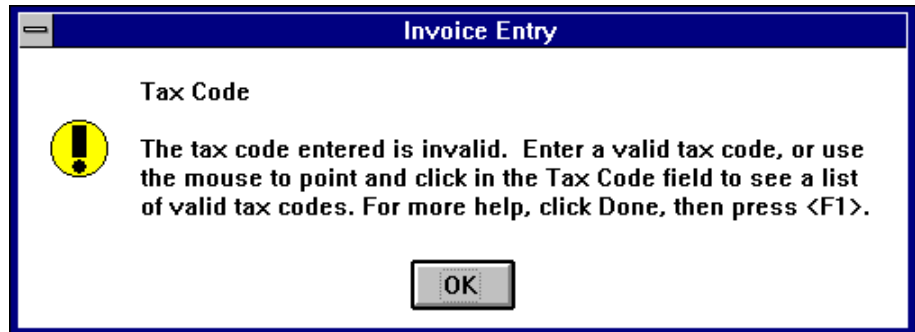


**Tax Code:** Several messages might be displayed regarding the Tax Code on a given line. (Does not apply to Journal Entries.)

If you enter a Tax Code on any Distribution Line for a Vendor that has not been designated as **Subject to Tax**, VISTA will not accept the Tax Code. Your **choices** are to delete the Tax Code or update the Vendor record as Subject to Tax ([see "Income Tax Section" on page 11-6 for setting up Vendors](#)).



If you enter an **invalid tax code** for a Vendor Subject to Tax, the following message is displayed. Fix or eliminate the Tax Code in the error line. Remember that pressing **F12** in the Tax Code field displays the valid codes in a Scroll Panel for your selection and avoids this error.

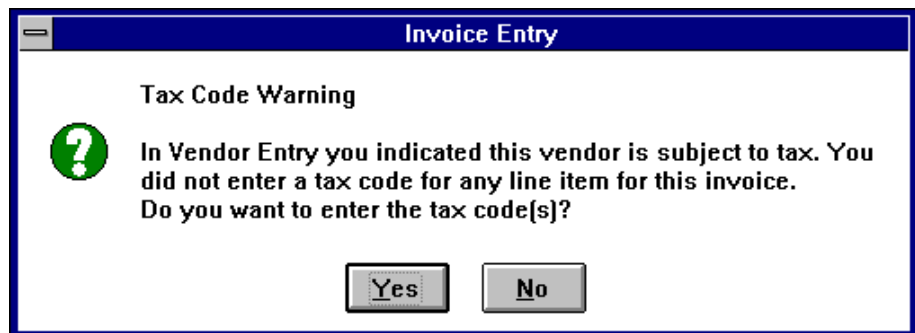


If you do **not** enter a Tax Code for a Vendor that is **Subject to Tax**, the following **warning** is displayed. To go back and enter a Tax Code, **press Enter** or **Y** or click **Yes**. To ignore the warning, **press N** or click **No**.

---

**Note:** No matter how many lines of Distribution, this warning is issued only **once** and only if **none** of the lines contains a Tax Code.

---



## Vendor Name in Description

In some older systems, it became customary to include an abbreviated **Vendor Name** in the Description field, because Vendor Number was all that showed on some system reports. That is not necessary in VISTA, because Vendor Name is shown in every system report. You are free to use the limited Description space for more specific date and other details.

---

## VISTA Chart of Accounts

The Chart of Accounts in VISTA is specifically designed for the entertainment industry. The numbers and names you assign to various account-number components are up to you, but the structure of the Chart and the codes that produce Cost Reports and other financials are strictly defined. Within these definitions, however, there is abundant flexibility.

It is important to understand three concepts about your VISTA Chart of Accounts:

- Segmentation of Production Cost Accounts
- Break Levels
- Account Type

Charts of Accounts for productions are all the same and all different. Because they are “all the same,” chances are your VISTA system will come with your Chart of Accounts already set up. Because they are “all different,” you will surely want or have to make changes.

Your **understanding** of the three concepts discussed here is **vital** to making logical, error-free changes to your chart. And it will help you make the most of VISTA for your production.

## Production Cost Account Segments

A typical account configuration is Location, G/L, Production Number, Account Number (Detail), and Set Number. Expressed as the codes you will see in VISTA, this configuration will appear as

LO	G/L	PROD	DETL	ST
XX	XXX	XXXX	XXXX	XX

LO, G/L, and PROD make up the **Production Number** Segment of the account; DETL is the **Detail Account** Segment; and ST is the **Set** Segment.

Why is this important? Because it saves you time and disk space.

*Remember: Segments apply only to Production Cost Accounts*

The Segments work together so that you don’t, for example, have to enter an account for every account and set number combination, nor do you have to enter a separate set of accounts for every production number you create.

Once you establish your Detail accounts, they are valid for every Production Number you add. Set Numbers added for a specific Location are automatically available for every Production Number using that Location and every Detail Production Cost Account.

## Break Levels

A Break Level is a **number** assigned to each account that tells VISTA how to summarize account balances into meaningful levels of sub-totals and totals. The higher the number, the lower (more detailed) the total level.

In a report in Chart-of-Account sequence, the totals for each Break Level are “rolled” (totaled) into the next higher level (lower Break Level number). For example, the totals of a series of Level 5 accounts are added together and become the total for the preceding Level 4 account; the totals for a series of Level 4 accounts become the total for the preceding Level 3 account, etc. (See [second table below](#))

Generally, the higher level (with lower Break Level numbers, such as 1, 2, and 3) accounts are Header accounts; input is not coded to them, they just help define the Chart of Accounts. The lower level (with higher Break Level numbers, such as 5, 6) accounts are the detail (coding) accounts to which transactions are charged.

The following examples may or may not look exactly like your Chart of Accounts, but they will give you an idea of how to assign Break Levels to your own chart. The number of levels you have will depend on the complexity of your coding scheme and chart.

Here are typical Break Levels for the sample account structure shown in [“Production Cost Account Segments” on page 4-16](#).

- The highest Break Level (grand total) is 1, usually the total of the entire chart of accounts (Company).

- The next Break Level is 2, usually used for the major categories of accounts: assets, liabilities, and production costs.
- Break Level 3 is used for divisions within each major category, such as Cash, Advances, and Deposits within the major category Assets.
- Break Level 4 designates accounts within the major categories, such as individual advances within the Advances category.
- Break Level 5 is used for sub-accounts within accounts.
- Break Level 6 is used for Sets.

To relate Break Levels more specifically to the account-number structure, here is a typical scenario:

Break Level	Account Component
1	Company
2	G/L
3	Production Number
4	Detail
5	Sub-Detail
6	Set Number

Here is another table to help you visualize the assignment of Break Levels—the partial structure of a typical Chart of Accounts.

Account No.	Description	Break Level
<b>01</b> 000 0000 0000 00	Company	1
01 <b>100</b> 0000 0000 00	G/L	2
01 100 <b>1000</b> 0000 00	Production	3
01 100 1000 <b>1000</b> 00	Detail	4
01 100 1000 <b>1010</b> 00	Sub-Detail	5
01 100 1000 1010 <b>01</b>	Set	6
01 100 1000 <b>2000</b> 00	Detail	4
01 100 1000 <b>2002</b> 00	Sub-Detail	5
01 100 1000 <b>2003</b> 00	Sub-Detail	5
01 <b>200</b> 0000 0000 00	G/L	2
01 200 <b>1000</b> 0000 00	Production	3

Picture your Chart of Accounts as an outline; different Break Levels are assigned to each different indentation level in the outline, and they must be consistent throughout the chart.

## Account Types

Account Types, like Break Levels, also tell VISTA how to summarize your account balances into meaningful production totals. The difference between Break Levels and Account Types is this:

Break Levels apply to **individual accounts**, and, except for the highest Break Level 1, are assigned throughout the chart according to the account's **hierarchy**.

Account Types, on the other hand, apply to **sections** of the Chart of Accounts, and all accounts of the same Type must be **contiguous** in the chart and contain the same Account Type Code.

Here is a table of some Account Type Codes in alphabetical order.

Account Type Code	Account Type
A	Assets
E	Production Costs
EA	Expense Above the Line
EB	Expense Below the Line
EC	Expense Below the Line Post-Production
ED	Below-the-Line Other Charges
EE	Below-the-Line Contingencies
EF	Completion Costs
EG	Cost Recovery/Transfers
EX	Expense
I	Income
L	Liabilities

Note that the structure of the Account Types table mirrors the structure of a Chart of Accounts, because all related Account Types are grouped together.

There is nothing sacred about the codes used, the number of codes or sections to your chart, or the placement of the sections within your chart. In fact, you can make up your own codes in VISTA ([see Setup Menu “Cost Account Types” on page 9-16](#)). What *is* sacred—what *must* be—is that all accounts in a given section must be **together** (contiguous), and all those accounts must have the **same Account Type**.

Slipping an EC type onto an account in the middle of the EB accounts invalidates your Cost Reports, making them worthless, so be very careful when assigning Account Type to a new account.

## More on Accounts

For more information on the Chart of Accounts, [see Setup Menu, “Cost Account Types” on page 9-16](#), and the Chapter, [“Chart of Accounts” on page 10-1](#).

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# Chapter 5: VISTA Report Services

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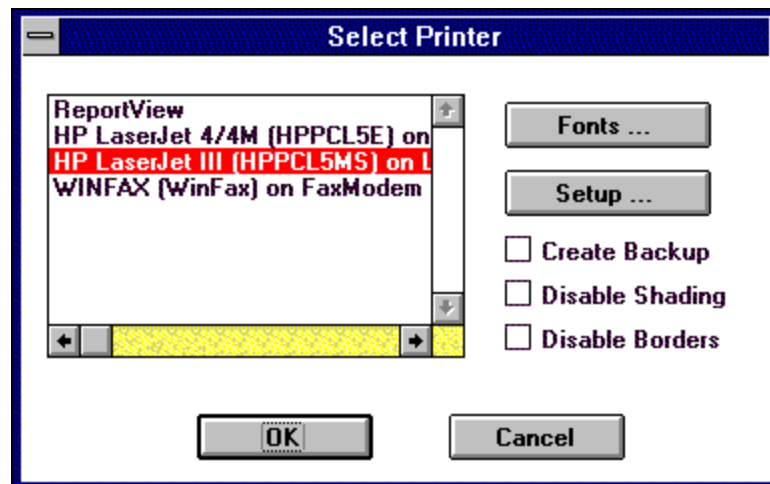
## Introduction

Every report generated by VISTA is processed through the system's unique Report Services. The User has the choice of printing VISTA reports to the screen via ReportView, or to any one of any number of printers to which the User is connected.

---

## Generating VISTA Reports

When printing a report in VISTA, the **Select Printer** dialog box will appear.



The scroll list at the left in the Select Printer dialog box displays the list of available printers plus VISTA's ReportView. ReportView sends the report to the User's monitor for viewing on the screen. The printers on the scroll represent, and are discussed in the following section. When the Select Printer dialog first appears, the default printer is always highlighted in the scroll list.

## Printing to the Default Printer

To print the report to the default printer with the options as shown, simply press **Enter** or click on **OK**.

## Selecting a Different Printer

To select a printer other than the default-designated printer: Click on, or use the Up- and Down-Arrow keys to highlight the destination printer. Once the destination printer is highlighted, the following options.

### Print Options

Option	Description
Fonts...	Clicking on the <b>Fonts</b> button displays a list of available fonts for your reports. VISTA reports use TrueType mono-spaced fonts, all of which will yield similar results, so choosing a different font will not represent dramatic differences in your reports.
Setup...	Clicking on the <b>Setup</b> button displays the Windows setup options for the printer you've selected. You will seldom need to use this option.
Create Backup	In addition to printing the report, you can create a report file that can be viewed later in VISTA's ReportView. To do so, click on <b>Create Backup</b> so that an X fills the checkbox next to it. To erase the X, click on Create Backup again.
Disable Shading	Clicking on <b>Disable Shading</b> toggles between including or excluding shading in your report. An X in the checkbox next to Disable Shading means no shading will be printed or shown on the screen. Note that when you disable shading it remains disabled for subsequent reports until you change your preference again.
Disable Borders	Clicking on <b>Disable Borders</b> toggles between including or excluding borders in your report. An X in the checkbox next to Disable Borders means no borders will be printed or shown on the screen.  Note that when you disable borders they remain disabled for subsequent reports until you change your preference again.

### Printing

To print the report, click on the **OK** button in the Printer Select dialog box. The Print Report dialog will be displayed, telling you which report is being printed and what page is being generated.



### Canceling a Report

To cancel the report before you start, click on the **Cancel** button or press the **Escape** key in the Printer Select dialog box.

To cancel the report after it's started and while the Print Report dialog is on screen, click on the **Cancel** button in the Print Report dialog box.

To cancel the report from Windows Print Manager, [see "Canceling a Report from Print Manager" on page 5-3.](#)

[See "So Why Won't it Stop Printing" on page 5-4](#)

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# Windows' Print Manager



The Print Manager stages or queues reports for printing and monitors their progress as they're printed. It also monitors the status of your printers.

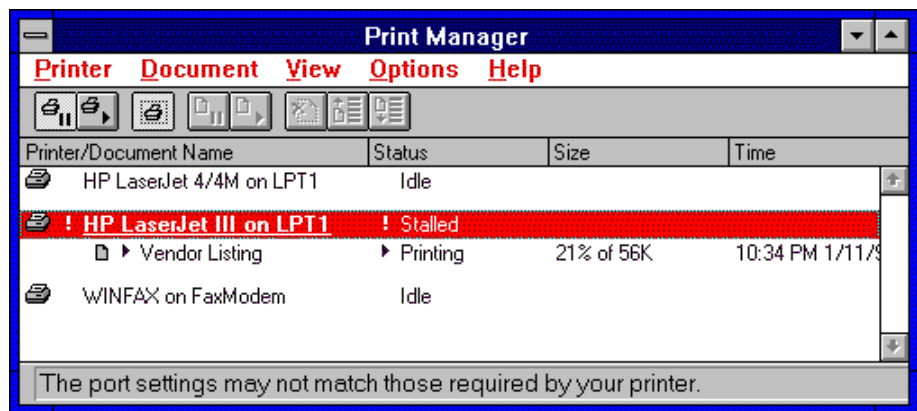
If you're using VISTA on a network, the Print Manager should always be active (running) on the computer to which the printer is attached. It will normally be at the bottom of the Windows desktop screen as the icon shown above.

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**Note:** See [“Never Close Print Manager” on page 5-4](#).

---

To examine the contents of Print Manager, double-click on its icon. Below is a typical view of the Print Manager window.



The window shows all the printers available in your Windows setup, your default printer, any reports being printed or in the queue for each printer, and the status of each printer and report.

Notice in the picture above, the HP LaserJet III is underlined to indicate it is the default printer (there can only be one default printer). Also notice its status is “Stalled.”

## Resuming Printing

When a printer has run out of paper or is off-line for some reason, the Print Manager will show it as stalled. When this happens, you must get the printer ready, then **re-start** it from Print Manager.

Open the Print Manager window, click on the printer that is stalled, and then select **Resume Printer** from the Print Manager Printer Menu.

Likewise, if a report has stalled and the printer is ready, click on the report line to select it, and then choose **Resume Printing Document** from the Print Manager Document Menu.

## Canceling a Report from Print Manager

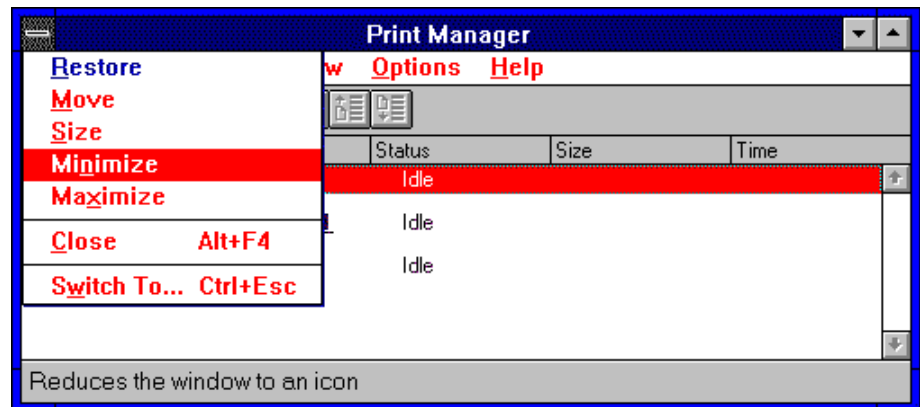
To cancel a report that is printing from Print Manager, open the Print Manager window by double clicking on its icon. Click on the report you want to cancel, then

choose **Delete Document** from the Print Manager Document Menu or press the **Delete** key.

You will get a dialog box asking you to confirm the deletion. Click **OK** and the report will stop printing. (See “*So Why Won’t it Stop Printing?*” on page 5-4.

## Never Close Print Manager

If you’re in a VISTA network, **never close Print Manager**. When you’re finished with the Print Manager window, click *once* on the Close button in the upper left corner of the window and select **Minimize** from the Menu (as illustrated below), or click on the **Minimize button** (the down arrow in the upper right corner of the window). This will return Print Manager to the bottom of the screen as an icon, but it will still be running.



## So Why Won’t it Stop Printing?

You’ve probably noticed that canceling a report—on any system—doesn’t always stop the printer right away. Sometimes you can even turn the printer off to stop a report only to find it still running when you turn the printer back on! Likewise, in VISTA, when you cancel a report, it won’t stop printing immediately. In fact, if it’s not a long report or you’re near the end, you may get the whole report anyway.

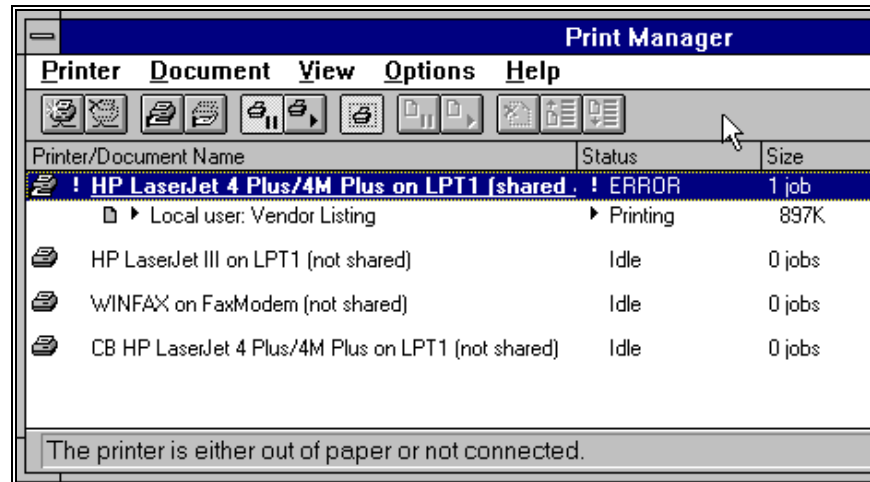
Why? Modern computers, printers, and software do everything they can to process printing independently. The reason is to let the computer free so you can get on with your work even while your report is printing. They also do everything they can to make sure a printer malfunction in the middle of your report won’t cause you to lose the report. To this end, printers themselves are equipped with memory chips that retain report information. When you really want to cancel a report, these efforts may seem more bane than blessing, because, while the report hasn’t started printing yet, a good number of pages may be already on their way to the printer and may be beyond recall.

What can you do? Nothing other than doing it as quickly as you can when you have to cancel. It wouldn’t be very productive to defeat the advantages of speedy printing for the sake of the few reports you may have to cancel. Just recycle the pages you didn’t mean to print.

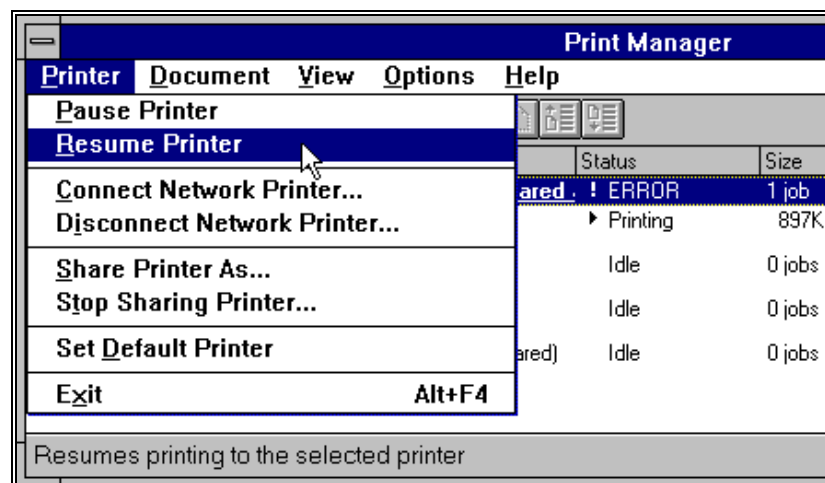
## If You Run Out of Paper...

Inevitably your printer will run dry in the middle of a report. If you get more paper into it before Print Manager notices, you’ll be fine. If you don’t—if your report comes to a halt—it’s **important** that you follow this sequence in re-starting it.

Open Print Manager. It will show! **ERROR** status by your printer and the status message at the bottom of the window as shown below. In this state, Print Manager has stopped sending data to the printer.



To make sure your report finishes smoothly:



1. Put paper in the printer's paper tray, but **don't insert the tray yet**.
2. Go back to Print Manager, choose **Printer Resume Printer** from the menus. The! **ERROR** status message should be replaced with **> Printing**.
3. Quickly insert the printer's paper tray and continue printing.

It's vital that you Resume Printer in Print Manager **before** re-starting your printer. If you re-start the printer first, the remainder of your report may be garbled, and you may have to start the whole thing over again.

Getting to the above Print Manager functions in Windows 95 is off the main **Start** menu. Select the **Printers** icon; you can also get to it via the **Control Panel**. The functionality under both environments is mostly the same.

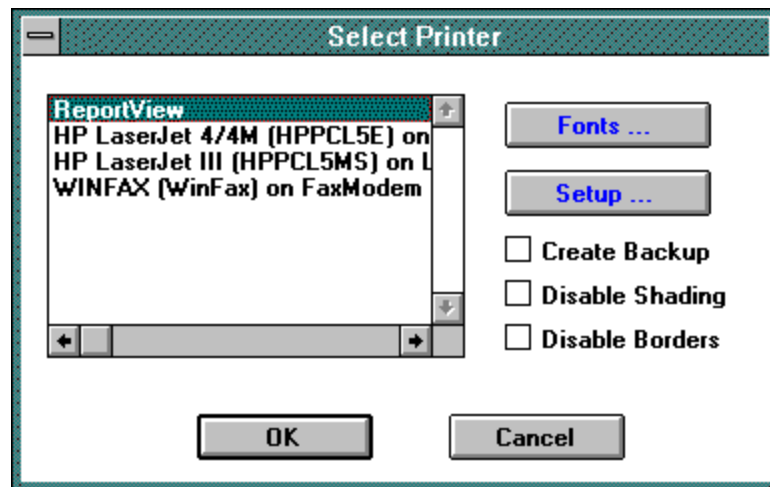
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## Viewing VISTA Reports on the Monitor

Whenever you print a report in VISTA you have the choice of showing it on-screen rather than sending it to a printer. With VISTA, what you see on the screen is always exactly what you would see from the printer, too.

### Choosing ReportView

As mentioned above, when the Select Printer dialog box is displayed, the default printer is always highlighted first. To select ReportView, use the **Up** or **Down Arrow** keys to highlight ReportView or click on **ReportView** to highlight it, then press **Enter** or click **OK**.



### Options

The **Fonts** and **Setup** options are not available in ReportView.

**Create Backup** is not necessary in ReportView because a file is created and saved automatically.

**Disable Shading** and **Disable Borders** work exactly as they do for a printed report. For information on these options, see [“Print Options” on page 5-2](#).

### Running the Report

When you have selected ReportView in the Printer Select dialog and selected any options you want, press **Enter** or click on **OK** to run the report.



The Print Report dialog box will be displayed just as if you were printing to a printer.

## Canceling the Report

To cancel the report while it is running, click on the **Cancel** button in the Print Report dialog box.

## The ReportView Icon

When the entire report has been created for ReportView, the ReportView icon will be displayed at the bottom of your screen.



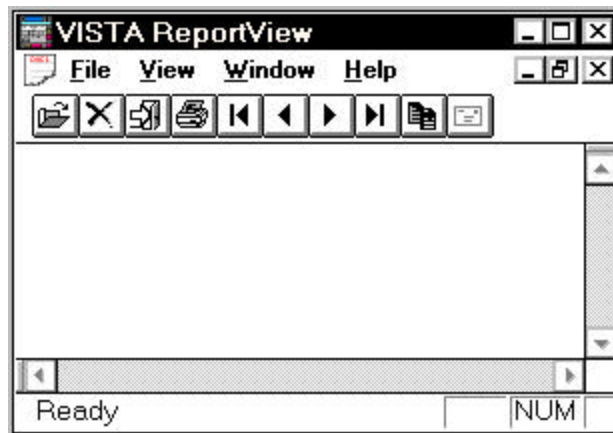
Double-click on this icon to display the ReportView window.

---

## The ReportView Window

There are two ways to display the **ReportView** window.

1. If you have just run a report to ReportView, the ReportView icon will be showing at the bottom of your screen. When the report is complete, double-click on the icon to open the ReportView window.
2. You can also open ReportView at any time by choosing **Report Services** from the **Util** Menu on VISTA's Main Menu bar.



*You cannot see a full page at once in ReportView.*

If the window is not maximized, it will be helpful to maximize it so you can see as much of your report as possible. Click the **maximize** button, the center of the three buttons in the upper right corner of the window.

This is the window in which all your screen reports will be viewed. The Menus in ReportView work just as the menus in any other Windows application.

You can have more than one report open at once in the ReportView window, but only one report will be **active** at a given time.

The title of the open active report is shown in the ReportView window Title Bar unless the active report window is maximized; then *Page n of n* is shown.

## File Menu

When no report is open in ReportView, the File Menu contains only the options **New** and **Exit**. When a report is open, the File Menu contains all the options listed below.

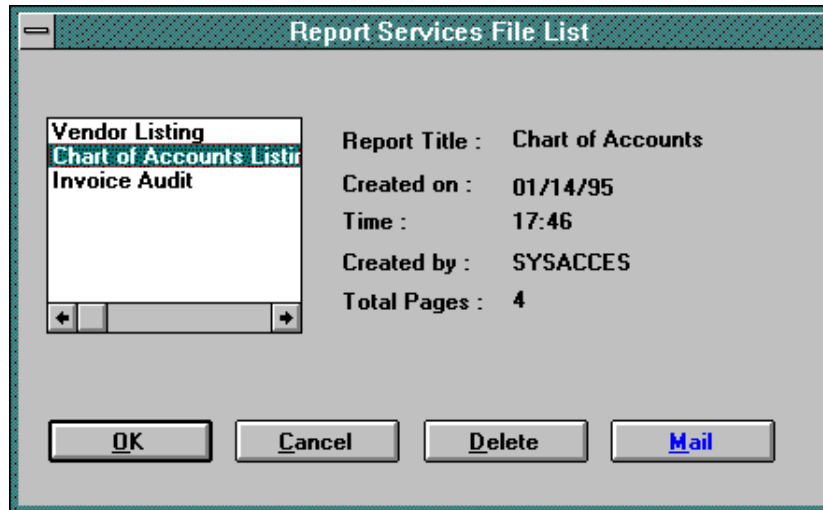


Choice	Description
List	Displays a directory of all reports currently residing in ReportView's buffer.
Update	Adds to the List any reports that have been imported into ReportView via a source other than VISTA (via <b>modem</b> , e.g.).
Delete	Simultaneously closes and erases the active report.
Close	Closes the active report in ReportView.
Print	Sends the active to the printer.
Send To	(This option is under development and not available at this time.)
Exit	Closes all reports in the ReportView window and closes ReportView itself.

## Report Services File List

This dialog box opens when you select File New in the ReportView Window





The **Report Services File List** shows all reports on your disk drive and the details about what they are, when and by whom (which user) they were created, and how many pages they contain. To select and see the details of a particular report, click on it so it's highlighted.

To open the highlighted report, click on **OK**.

To delete the highlighted report, click on **Delete**. The highlighted report will be permanently deleted from your disk drive.

## View Menu

When no report is open, this menu contains only the Toolbar and Status Bar options. When one or more reports are being viewed, it contains all the options listed below.

Choice	Description
Toolbar	Toggles display of the Toolbar on and off.
Status Bar	Toggles display of the Status Bar on and off.
Jump...	Allows you to go directly to a particular page number in the active report.
Shading	Toggles line shading in the active window on and off.
First, Prev, Next, and Last Page	Move you to the particular page in the active report.

## Window Menu

This menu is on the Menu Bar only when at least one report is open in ReportView window. It is used when **more than one** report is open.

Choice	Description
Cascade	Will arrange the open reports in an overlapping array from the top left corner downward.
Tile	Will arrange all open reports in equally sized windows from top to bottom.
Arrange Icons	Will arrange the icons for any open minimized reports across the bottom of the ReportView Window.
List of	Listed beneath the Arrange Icons option on the Window Menu will be all










Open Reports	open reports with a check mark to the left of the active report.
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## Help

This menu offers information about the version of ReportView you're using and Help for using ReportView.

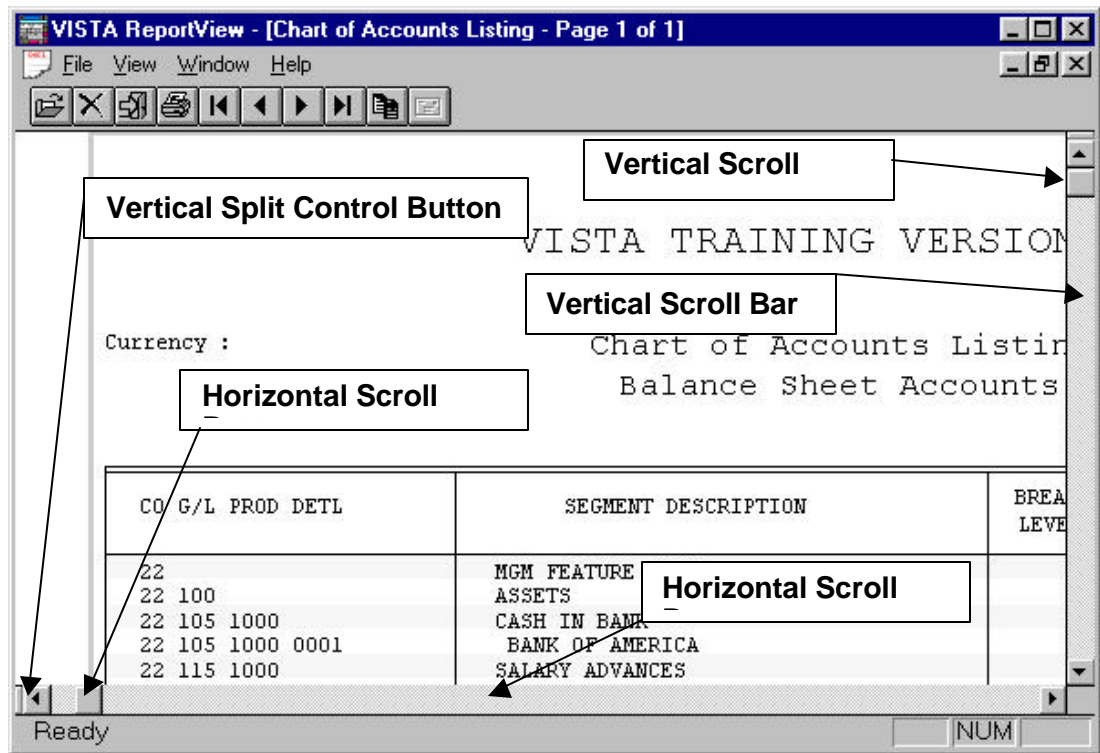
## ReportView Toolbar

The Toolbar is a series of “buttons”—icons—that represent certain menu choices. You can click on these buttons to save time instead of selecting a menu and a menu choice.

Button	Purpose (Menu Choice)
	File New
	File Close
	File Exit
	File Print
	View First Page
	View Previous Page
	View Next Page
	View Last Page
	View Jump... (to a particular page number)

## Viewing Your Report

To open a report you just printed, select File New from the menu or click the File New button. Your report will open in its own window within the ReportView window, like this.



To open other reports, choose File New or click the File New button and choose the report you want to see from the Report Services File List.

Maximize the view of your report by clicking on the maximize button in the upper right corner of its window.

What shows in the ReportView window is part of a page in your report. To view different parts and pages of your report, VISTA provides some standard Windows capabilities.

## Scroll Bars

To move around a page, use the **scroll bars** to the right and bottom of the report window. The scroll bars are shaded areas that border the window and have an arrowhead at either end. The one to the right is for **vertical** scrolling (up and down the page); the one at the bottom is for **horizontal** scrolling (from side to side).

Between the arrowheads within each scroll bar is a small square scroll button. The position of this button between the arrowheads indicates the relative position on the page of the area in view. In other words, if the button in the vertical scroll bar is about halfway between the up and down arrowheads, then what you see in the window is about the middle of this report page. If the button is at the top of the vertical scroll bar, you're looking at the top of the page. If the button is to the left in the horizontal scroll bar, you're looking at the left side of this report page. And so on.

To move the button—and thus the page—around in the window, you can

- Click on either of the arrowheads at the ends of either scroll bar.

- Click in the scroll bar on either side of either scroll button.
- Drag either scroll button to the relative vertical or horizontal position you want.

## Paging

To move from page to page in your report

- Press the Page Up or Page Down keys.
- Click on the page arrow or page jump buttons in the Toolbar.
- Select a particular page from the View Menu.

When you move from page to page, the same relative area is shown for each new page.

## Splitting the Screen

Suppose you want to see more of a page than will show in one window, such as the left-most column and the right-most column of a report at the same time. You can do this by splitting the screen into two windows and choosing what will be displayed in the left portion and what will be displayed in the right.

At the left of the horizontal and the top of the vertical scroll bars (left and above the arrowheads) are small **split control buttons**, which you can move with your mouse to split the screen.

To split the screen **vertically**, move the mouse cursor to the vertical split button at the lower left of the window and drag it to the right until the split bar is where you want it. (You can **reposition the split bar** by dragging it at any time. To **get rid of the split**, drag it to the far left again.) When you release the mouse button, the screen will be split from top to bottom into two windows with the same view of your report in each window. Each window now has a separate horizontal scroll bar, so you can move the report in each window independently.

To see the left side of the page in the left-hand window, scroll to the left in that window. To see the right columns of the report in the right-hand window, scroll to the right in that window until you see what you want to see.

From this point, the horizontal positioning will not change unless you change it, but the two windows will **remain synchronized** as you move up and down the page or from page to page.

Below is an illustration of a Chart of Accounts report with a vertical split.

VISTA ReportView - [Page 1 of 11]

File View Window Help

PRODUCTION E

Chart of Accounts

Page 0001

Run Date 06/29/94

Run Time 12:33:08

CO G/L PROD DETL	SEGMENT DESCRIPTION	ACCOUNT TYPE	REPORT CODE	VALID A P S
00 000 0000 1100	STORY & RIGHTS	EA	EA	N Y N
00 000 0000 1101	WRITERS	EA	EA	Y Y Y
00 000 0000 1103	RIGHTS PURCHASED	EA	EA	Y Y Y
00 000 0000 1104	ROYALTIES & PROG. FEES	EA	EA	Y Y Y
00 000 0000 1105	STORY EDITORS & CONSULT	EA	EA	Y Y Y
00 000 0000 1106	SCRIPT COPY	EA	EA	Y Y Y
00 000 0000 1107	SECRETARIES & TYPIST	EA	EA	Y Y Y
00 000 0000 1108	RESEARCH	EA	EA	Y Y Y

Ready NUM SCRL

To split the screen top and bottom, drag the horizontal split control down from the top of the vertical scroll bar. It works just as the vertical split. A horizontal split might be used to keep column totals at the top of the window while scrolling through a page's detail lines.

*This page left blank intentionally.*

# Chapter 6: VISTA Report Options

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## Overview

The report options in VISTA are so many they can be intimidating to a new user. They are a second layer, so to speak, of flexibility and customization on top of a first layer—the completely customizable account, code, and field structures.

They give you the power to select, sequence, sub-total, view, analyze, and even export your data in the ways most critical to you and to the other managers of your production.

The reports we're talking about here are those that involve two or three components in order to set up and run:

- Positional Trial Balances
- Cost Reports
- FLEX Cost Reports
- Flex Ledger Inquiry

All of these reports come with basic or default setups already created for your system, so you don't *have* to make changes or create new ones. But understanding how they work will give you capabilities beyond anything you can get with any other system.

---

## Relationships: Down vs. Across

It may help to understand these building-block steps by seeing them as follows:

- The first Setup Tables format a report **down** the page.
- The second Setup Tables and Run choices format a report **across** the page.

This is a generalization, but a pretty accurate one. It applies to all the reports except the G/L Inquiry.

For example, in a Setup **Positional Trial Balance Table**, you're telling VISTA what account ranges to include, how to sequence them (as you go *down* the report page), what to call them, and where to sub-total and total them (as you go *down* the report page).

When you get to Per Close **Positional Trial Balance Report** to actually run the Positional Trial Balance, you tell VISTA what you want to see in the three columns *across* the report page. You can also limit the content going down the report page, but only within the setup dictated by the report's Table.

Here is a summary table of multi-step reports showing how they're put together.

Report	Setup	Second Setup	Run
Positional Trial Balance	Menu: Setup Positional T.B. Table Define sequence, account ranges, positional control breaks within account number, titles, and sub-totaling.	N/A	Menu: Per Close Positional T.B. Report  Choose currency, time period, balances to be printed, and whether to export file.
Cost Transactions	Menu: Setup Cost Table Uses default cost table REPT603 Define sequence, account-type ranges, headings and range descriptions.	N/A	Menu: Cost, Cost Transactions  Choose currency, detail/summary or both, actual/POs or both, production number to be reported, set display, account range, specific set, time period, and conversion and description specs.
Set Cost	Menu: Setup Cost Table Uses default cost table REPT601 Define sequence, account-type ranges, headings and range descriptions.	N/A	Menu: Cost Set Cost Report  Choose currency, detail/summary or both, production number and set to be reported, whether to include POs, account range, time period, and conversion and number format specs.
Episodic Cost	Menu: Setup Cost Table Uses default cost table REPT604 Define sequence, account-type ranges, headings and range descriptions.	N/A	Menu: Cost Episodic Cost  Choose currency, year/period, detail/summary or both, conversion and number format specs, amortization and pattern budget specs, and details for up to 50 episodes.
Set Cost Consolidation	Menu: Setup Cost Table Uses default cost table REPT601 Define sequence, account-type ranges, headings and range descriptions.	N/A	Menu: Cost Set Cost Consolidation  Choose currency, detail/summary or both, consolidation, a production number or all production numbers, whether to include POs and sets, account range, time period, and conversion, number format, and account description specs.
Distribution Cost Report	Menu: Setup Cost Table Define sequence, account-type ranges, headings and range descriptions.	N/A	Menu: Cost Distribution Cost Report



<b>Report</b>	<b>Setup</b>	<b>Second Setup</b>	<b>Run</b>
Flex Production Cost	Menu: Setup Cost Table Defaults available. Define sequence, account-type ranges, headings and range descriptions.	Menu: Setup Flex Cost Table Four defaults available. Define report layout: title, page size and orientation, number of columns, column headings, formulas, contents, and number formats. Choose Cost Table.	Menu: Cost Flex Production Cost Choose currency, one or all production numbers, detail/summary or both, set display, account range, time period, and conversion specs.
Flex Production Cost Consolidation	Menu: Setup Cost Table Defaults available. Define sequence, account-type ranges, headings and range descriptions.	Menu: Setup Flex Cost Table Four defaults available. Define report layout: title, page size and orientation, number of columns, column headings, formulas, contents, and number formats. Choose Cost Table.	Menu: Cost Flex Production Cost Consolidation Choose currency, one or all production numbers, detail/summary or both, account description source, set display, account range, time period, and conversion specs.
Ledger Inquiry	Menu: Setup Flex Ledger Inquiry Table Default available. Define report layout: title, page orientation, account segment breaks, detail lines (fields, field sequence, size, alignment, spacing, headings, and conditions).	N/A	Menu: G/L Ledger Inquiry Choose currency, account range, time period, transaction-number range, source code, sort sequence, detail or summary, conversion specs, and whether to export file.

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# Chapter 7: VISTA Menu Map

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## Introduction

Whenever you start VISTA or close all other VISTA programs, what's at the top of your screen is the DISC VISTA Main Menu. Here is a Menu Map to give you a picture of what each menu offers and how to get where you want to go.

### File

E <u>x</u> it	Close VISTA system
<u>A</u> bout...	Show VISTA version information

### Setup

User Setup	Establish user names/ID's, passwords, and security access levels
User Default Setup	Establish defaults for input fields to avoid repetitive keying on input
Company	Establish company number(s) and info
Currency	Set up and describe currencies, wording on checks, exchange rates, and decimal placement for input and reporting
Source Codes	Edit source codes, assign to systems, and provide transfer codes
Bank Account	Establish bank accounts and codes, bank info, check-number info, A/P control accounts, check-printing specs
Petty Cash	Establish petty cash custodian(s), code(s), and account(s)
Cost Account Types	Add or modify major chart of account classifications (assets, liabilities, production divisions, etc.)
Billover Accounts	Identify accounts to be used in automatic intercompany transactions
Tax Tables	Define 1099 or other tax codes and their placement on tax forms
Trial Balance Table	Define trial balance formats (inactivated--Positional TB now used instead)
Positional T.B./Ldgr Bible/List Maint	Define positional trial balance and ledger bible formats
Cost Table	Define account ranges and totals for production cost reports
Flex Cost Table	Custom-design cost reports

Payroll Interface	Identify codes, vendor, and accounts for processing payroll diskettes
Insurance/Free Field	Set up codes for insurance claims, recoverable assets, inventory, or other specific purposes
Data Transfer Table	For corporate systems: establish table for converting account numbers when transferring data between corporate and location systems
System Customization	For corporate systems: establish post-closing year periods (PCL) availability: quarterly, monthly, both or none
Flex Ledger Inquiry Table	Custom-design ledger inquiry reports
P.O. Flex Table	Custom-design of P.O. reports (for Customer Support use only)
Personality Table Listing	View or print most setup items
Cost Table Listing	View or print specific cost tables
Weekly Account Analysis Table	Set up accounts that will appear in the Control Tables Section of the Weekly Ledger Balance Report (accounts that require monitoring)
Corporate Security	Set up account number-based access and security levels (for Customer Support use only)

## A/P

<b><u>V</u>endor</b>	
Vendor <u>E</u> ntry	Edit vendors: add, modify, inactivate, activate
Vendor <u>L</u> isting	List vendors in various formats
Vendor <u>I</u> nquiry	View or print activity for particular vendor
Vendor <u>L</u> abel	Print vendor labels for mailings
Vendor <u>C</u> hange	View or print a history of changes for particular vendor's record
Yellow Pages Listing	View or print yellow pages directory of vendors
<b><u>I</u>nvoice</b>	
Invoice <u>E</u> ntry	Edit invoices in batches: input, modify, delete
Invoice <u>A</u> udit	View or print audit reports of selected batches
Invoice <u>P</u> ost	Post selected batches to accounts
<u>M</u> odify Open Items	Edit check requirements fields for posted but unpaid invoices
<u>D</u> istribution Changes	Alter the distribution of posted invoices and create entries to record the changes
<u>O</u> pen Items Reports	View or print posted-but-not-paid invoices, cash requirements, or open item aging
<b><u>C</u>heck Cycle</b>	
<u>I</u> nvoice Select	Select posted invoices to be paid
<u>C</u> heck Print	Print checks; restart when necessary
Check <u>R</u> egister	List of checks processed/printed
Check Register <u>P</u> ost	Debit A/P and credit bank account for checks processed
Positive Pay	create check information to transmit to banks and other financial institutions

<u>Q</u> uick Check	Print an urgent manual check; creates QCBATCH
C <u>h</u> eck Cancel/Reissue	Cancel an issued check; reissue it if necessary; creates CRBATCH
C <u>h</u> eck R <u>e</u> print	Print a non-negotiable copy of a check
C <u>h</u> eck R <u>e</u> gister History	View or print a check register for a range of checks or dates
<u>B</u> ank R <u>e</u> conciliation	Enter bank reconciliation data: balances, adjustments, paid checks
<u>B</u> ank R <u>e</u> conciliation Report	View or print a reconciliation report
<b>Tax Cycle</b>	
T <u>a</u> x Adjustment Entry	Edit tax codes or amounts for posted transactions
T <u>a</u> x Report	View or print vendor activity taxed or not taxed
T <u>a</u> x ID Setup	Set up the tax id to be used in 1099 filing and reporting

## G/L

C <u>h</u> art of Accounts Entry	Edit the chart of accounts
C <u>h</u> art of Accounts Listing	View or print the chart of accounts or part of it
L <u>e</u> dger Inquiry	Select and sequence transactions by various criteria for view or print
R <u>e</u> c <u>o</u> verable Assets Entry	Edit marking of inventory items/recoverable assets
R <u>e</u> c <u>o</u> verable Assets <u>R</u> eport	View or print inventory items/recoverable assets
F <u>i</u> nancial Departmental	For Entertainment Partners use only
P <u>r</u> oduction Transfer	Not available at this time. See Production Transfer in J/E menu.

## P/C

Petty Cash <u>E</u> ntry	Enter petty cash transactions by batch
Petty Cash <u>A</u> udit	View or print batch lists for review
Petty Cash <u>P</u> ost	Post batches to accounts
Petty Cash Inquiry/History	View or print PC activity for PC code, vendor, envelope, etc.

## J/E

J <u>o</u> urnal <u>E</u> ntry	Enter or edit journal entries by batch
J <u>o</u> urnal Entry <u>A</u> udit Reports	View or print journal entry batches for review
J <u>o</u> urnal Entry <u>P</u> ost	Post journal entry batches
<u>L</u> edger Adjustment	By transaction number, edit insurance, free fields, or description

<u>T</u> ransaction Reversal	Create an automatic journal entry to reverse a posted transaction; creates J/E REVERSAL batch
<b><u>P</u>roduction Transfer</b>	
<u>P</u> roduction Transfer Entry	Transfer development costs to production
<u>P</u> roduction Transfer Audit	View or print batch lists for review
<u>P</u> roduction Transfer Post	Post Production Transfer batches

## P/O

P.O. Maintenance	Add, modify, delete purchase orders <i>and</i> line items; inquire on P.O.'s.
P.O. Reporting	Print PO Reports in a format specified by the User.
P.O. Print	Print Vendors' purchase orders from data input to VISTA.

## Cost

<u>F</u> LEX <u>P</u> roduction Cost	View or print selected production cost report
<u>F</u> LEX Production <u>C</u> ost Consolidation	View or print selected consolidated production cost report
<u>C</u> ost Transactions	View or print cost transactions (various options)
Cost Transactions Consolidation	View or print consolidated cost transactions
<u>S</u> et Cost Report	View or print costs per set
<u>E</u> pisodic Cost	View or print costs per episode
<u>S</u> et Cost Consolidation	View or print consolidated production costs
Memo Cost Report	View or print costs by assigned Memo field designation

## Bdgt

<u>B</u> udget EFC/ETC Update Entry	Enter/edit budget amounts or other cost estimates, adjustments or approved overages
<u>B</u> udget Explanation Report	View or print variances and explanations of changes
Budget EFC <u>C</u> hange Tracking	Prints multiple explanation reports for a given year period by Session ID.
<u>V</u> ISTA Budgeting Interface	Load VISTA Budgeting budget
<u>M</u> ovie Magic Interface	Load Movie Magic budget
Speedbid <u>I</u> nterface	Load Speedbid budget
<u>T</u> oolkit Interface	Load Toolkit budget

## P/R: VISTA Payroll History Reporting System

<b>Invoice Processing</b>	
Payroll Receive	Download a payroll invoice from diskette or subdirectory.
Labor/Fringe/AP Post	Post labor and fringe costs to the ledger and payroll invoices to the accounts payable subsystem.
Labor Corrections	Change labor distribution coding.
Fringe Table Maintenance	Add or change fringe distribution coding.
Journal Table Maintenance	Add or change offset account coding.
Flex Report Maintenance	Store default and custom report formats for use with Labor/Fringe/ AP Post option in payroll processing.
<b>Payroll Reporting</b>	
Check Register / Earnings Report	Generates a payroll check register history report for a selected individual.
Payroll Audit	Allows the User to view downloaded Location Check Print payroll invoices that have yet to be posted to the payroll register.
Location Check Print	Generate the production's payroll checks on location.

## P/R: Payroll Interface

Diskette Download	Copy PR invoice from diskette; delete copied invoice
Labor Corrections	Correct labor coding errors and print list of changes
Fringe Table Corrections	Edit fringe tables for payroll invoices
Labor/Fringe/AP Post	View, List, or List and Post payroll invoices; create A/P batch of payroll invoices if desired
Flex Report Maintenance	For future implementation
Journal Table Maintenance	For future implementation

## P/D

Taxing Locations	Establish IRS limits on meals and incidentals and lodging for each production location
Per Diem Group	Establish group codes and description for per diem
Mileage Group	Establish group codes and federal limits for mileage payments
Per Diem Employee Setup	Set up employees by group and union and denote whether they receive per diem or mileage or both
Per Diem Entry	Establish default entries per group or enter per diem per individual; direct per diems to clearing account or cost accounts
Mileage Entry	Establish default entries per group or enter mileage per individual; direct mileage to clearing account or cost accounts
Per Diem /Mileage Audit	View or print per diems or mileage for given week
Per Diem /Mileage Post	List or Post and List per diems or mileage for given week

<u>P</u> er Diem Reconciliation	View or print advances vs recoupment by person
<u>S</u> ign-off Tax Sheet	Print sheet to be signed by recipients as evidence of receiving per diem cash.

## Per Close

<u>T</u> rial Balance Report	<i>(Inactivated)</i>
<u>P</u> ositional T.B. Report	View or print selected positional trial balance
<u>L</u> edger Balance	View or print overview of system activity for period and check validity of system; report out-of-balance conditions
<u>L</u> edger List/Bible	View or print selected ledger transactions by account or all transactions by account (bible)
<u>F</u> lex Ledger Report	View or print custom-designed ledger inquiries
<u>U</u> pdate Ledger Period	Close current period and move on to the next
<u>B</u> alance Forward	Update balance forward amounts from prior year's balance sheet accounts; for end of year use

## Util

<u>B</u> atch Modification	Change batch ID information of open batch (A/P, P/C, or J/E)
<u>S</u> ystem Services	Run system integrity checks at once or at a particular time
<u>R</u> eport Services	Open ReportView to see any report(s) on screen

## Interfaces

<b><u>C</u>ommunication</b>	
<u>P</u> ayroll	Modem into EP Payroll Server to retrieve Edit and/or Payroll files.
<u>M</u> ail	For future use
<u>S</u> etup	Establishes parameters for Modem operations.
<u>D</u> ata Transfer	Transfer data from one VISTA System to another or between VISTA and a studio mainframe system (see individual studio information published under separate cover)
<u>D</u> isney Transfer	Transfer data from VISTA to Disney's mainframe system
<b><u>F</u>ox</b>	
<u>D</u> ownload	Transfer data from Fox mainframe system to VISTA
<u>A</u> udit Report	View or print charges downloaded from Fox mainframe system for the current week
<u>M</u> odify/Convert	Make corrections to charges downloaded from Fox mainframe system for the current week
<u>P</u> ost	Post charges downloaded from Fox mainframe system for the current week
<u>P</u> urchase Card Interface	Transfers via Modem data for import to the P/C system.
<u>H</u> istory Report	View or print a report of all past Fox transfers



<u>T</u> ransfer File Maintenance	Purge posted batches of data posted to VISTA through EPPOST
<u>U</u> niversal Transfer	Transfer data from one VISTA System to another or between VISTA and the Universal Studios mainframe system

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# Chapter 8: VISTA Flowcharts

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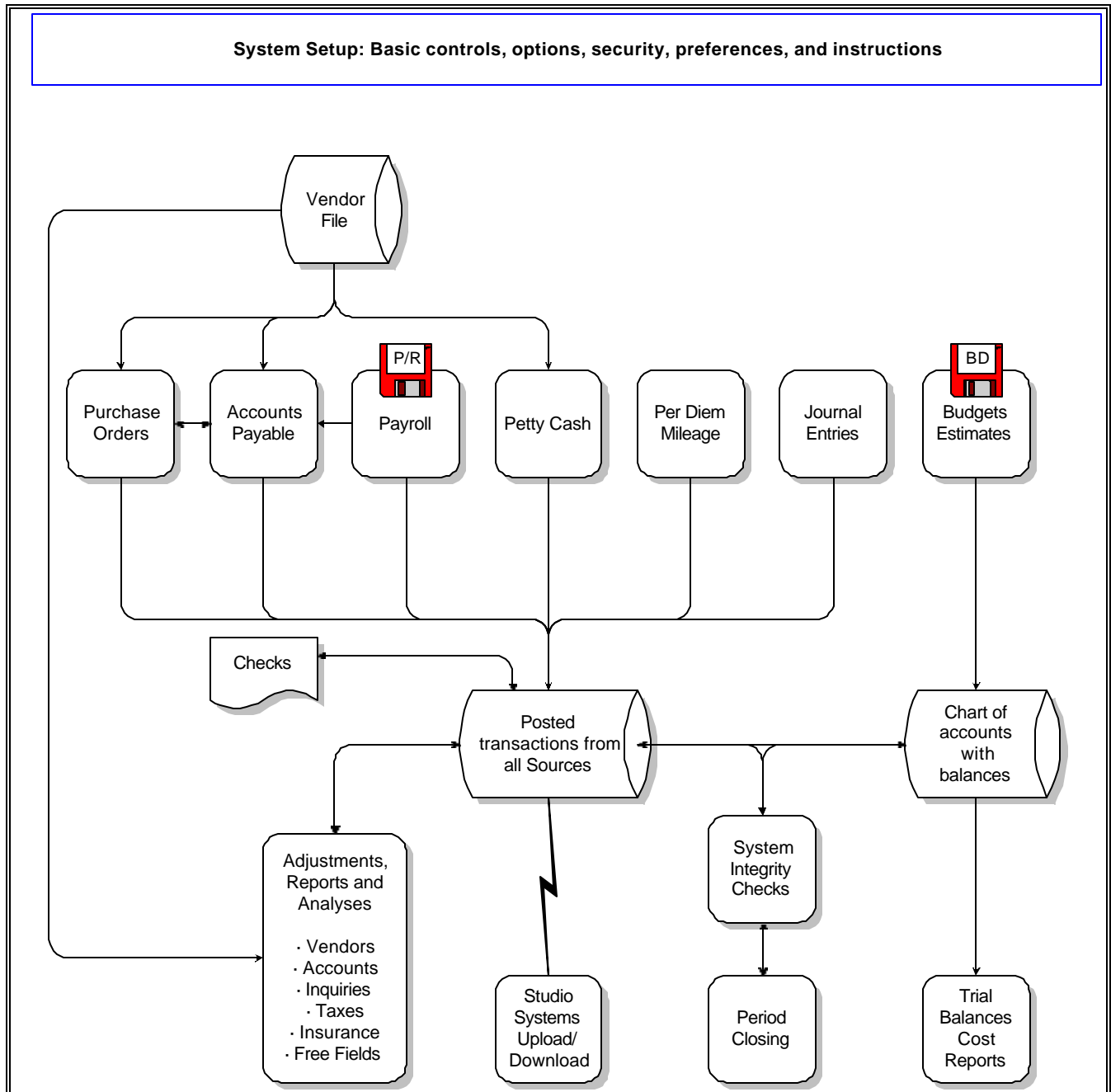
## Overview

The following pages present eight standard flow charts of VISTA's functions, pictures of what VISTA does and how it works.

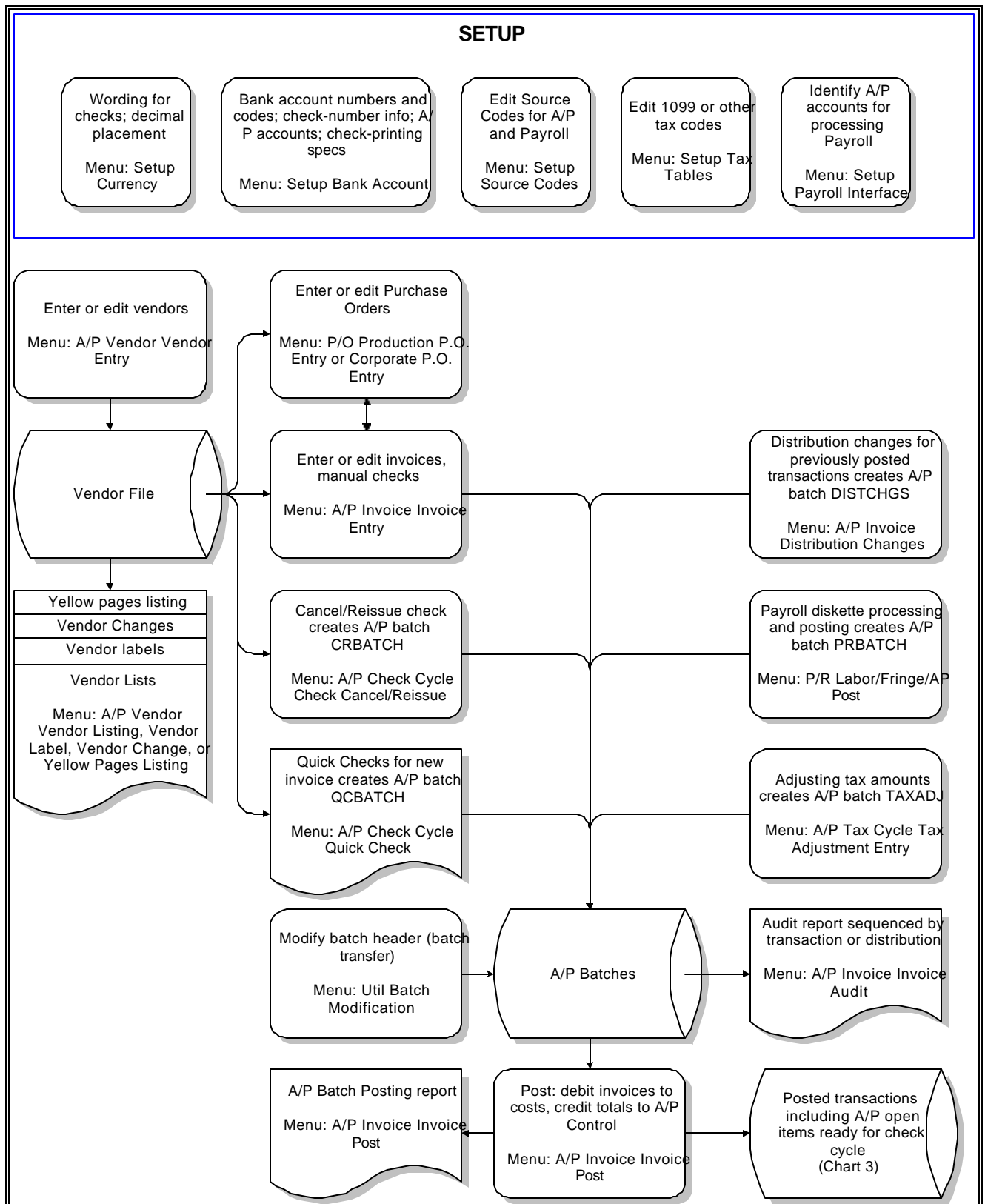
At the top of each chart is a box containing the Setup Menu items that apply to the functions shown on that chart.

Where applicable, each function box in the flowchart includes the VISTA menu selection that starts that function. Refer back to the previous chapter, "[VISTA Menu Map](#)" on page 7-1 to see the menu choice in its menu context.

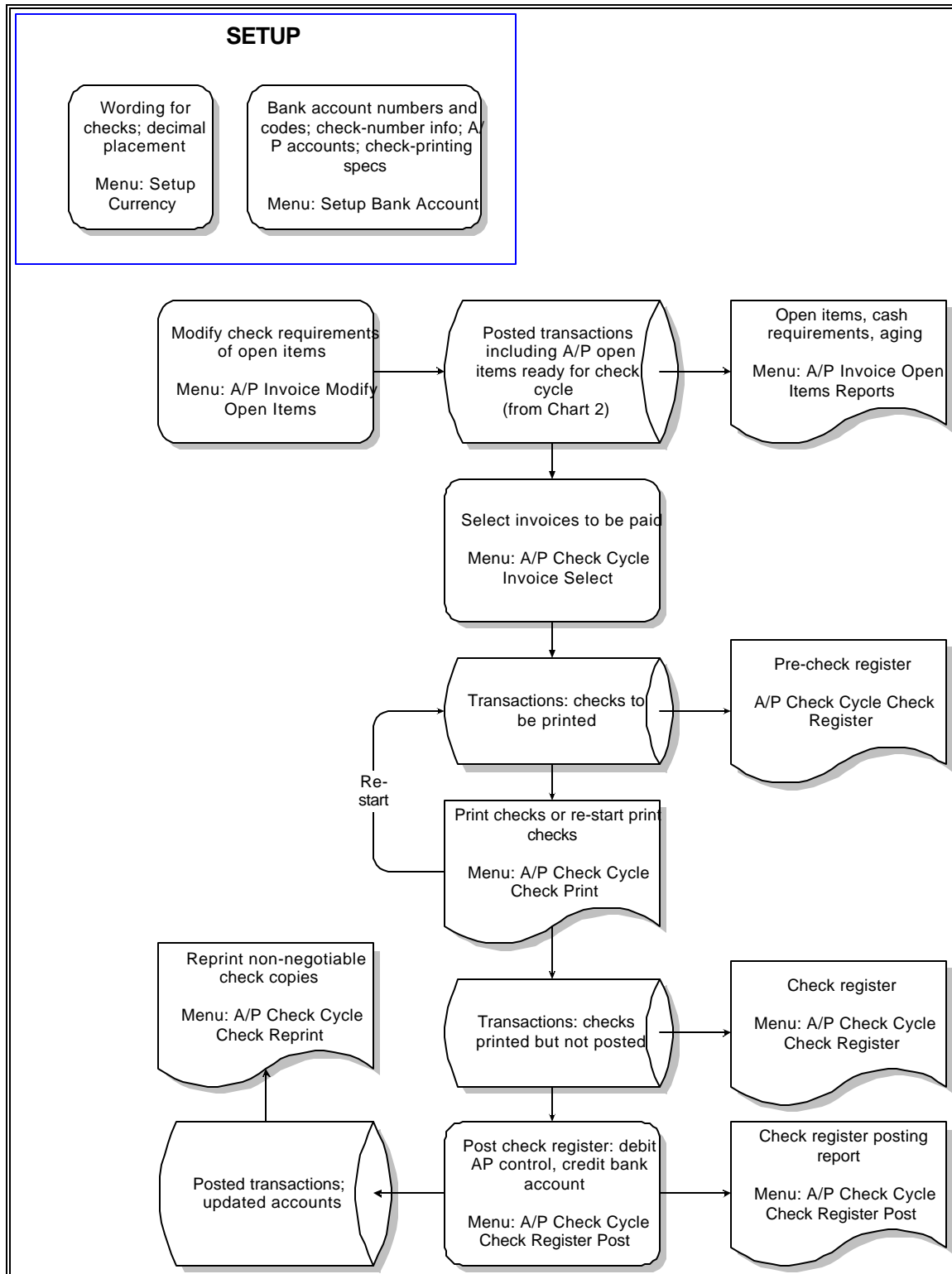
## Chart 1 - VISTA Overview



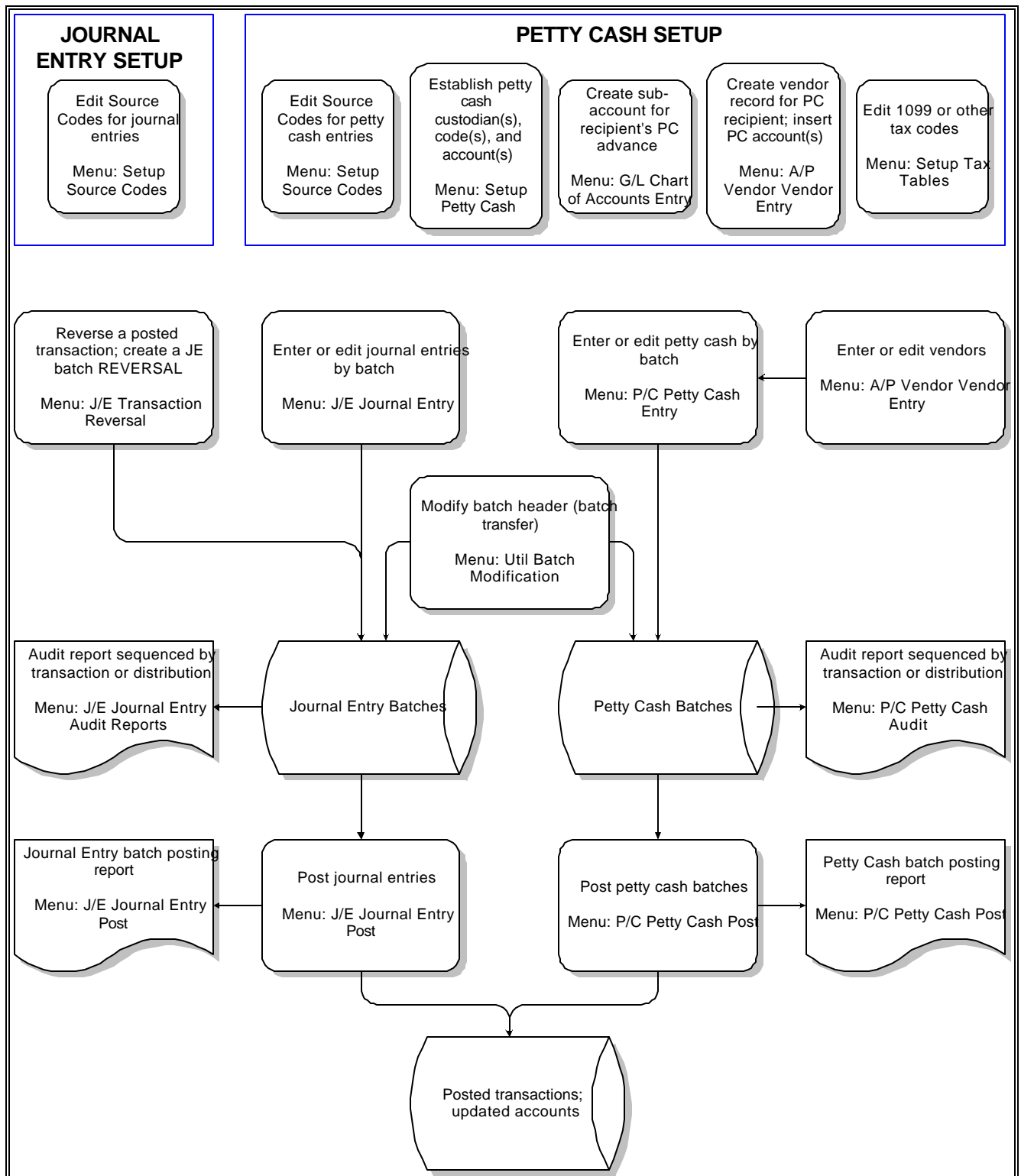
## Chart 2 - Vendors, PO's & Accounts Payable



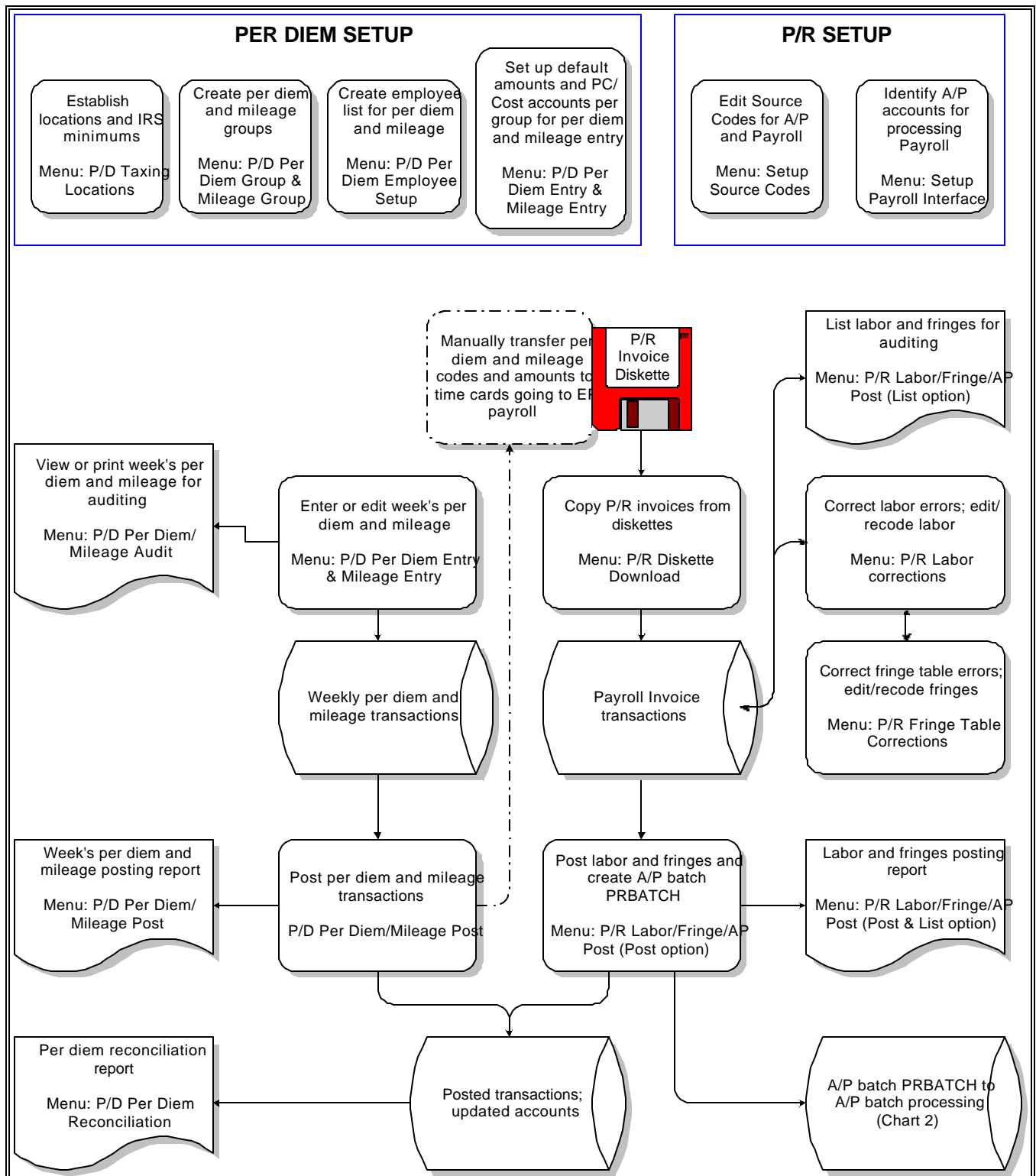
## Chart 3 - Checks



## Chart 4 - Journal Entries & Petty Cash

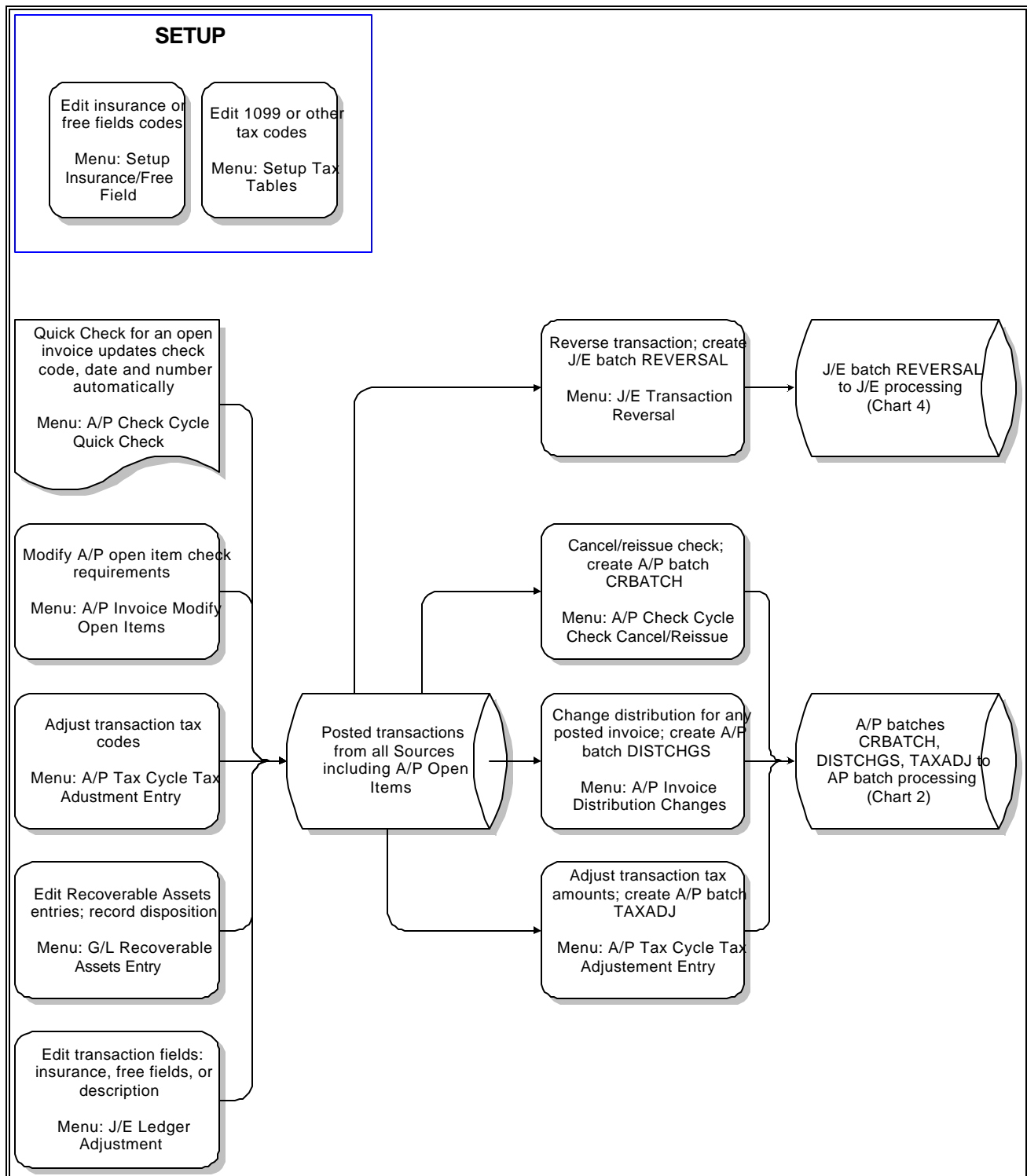


## Chart 5 - Per Diem & Payroll

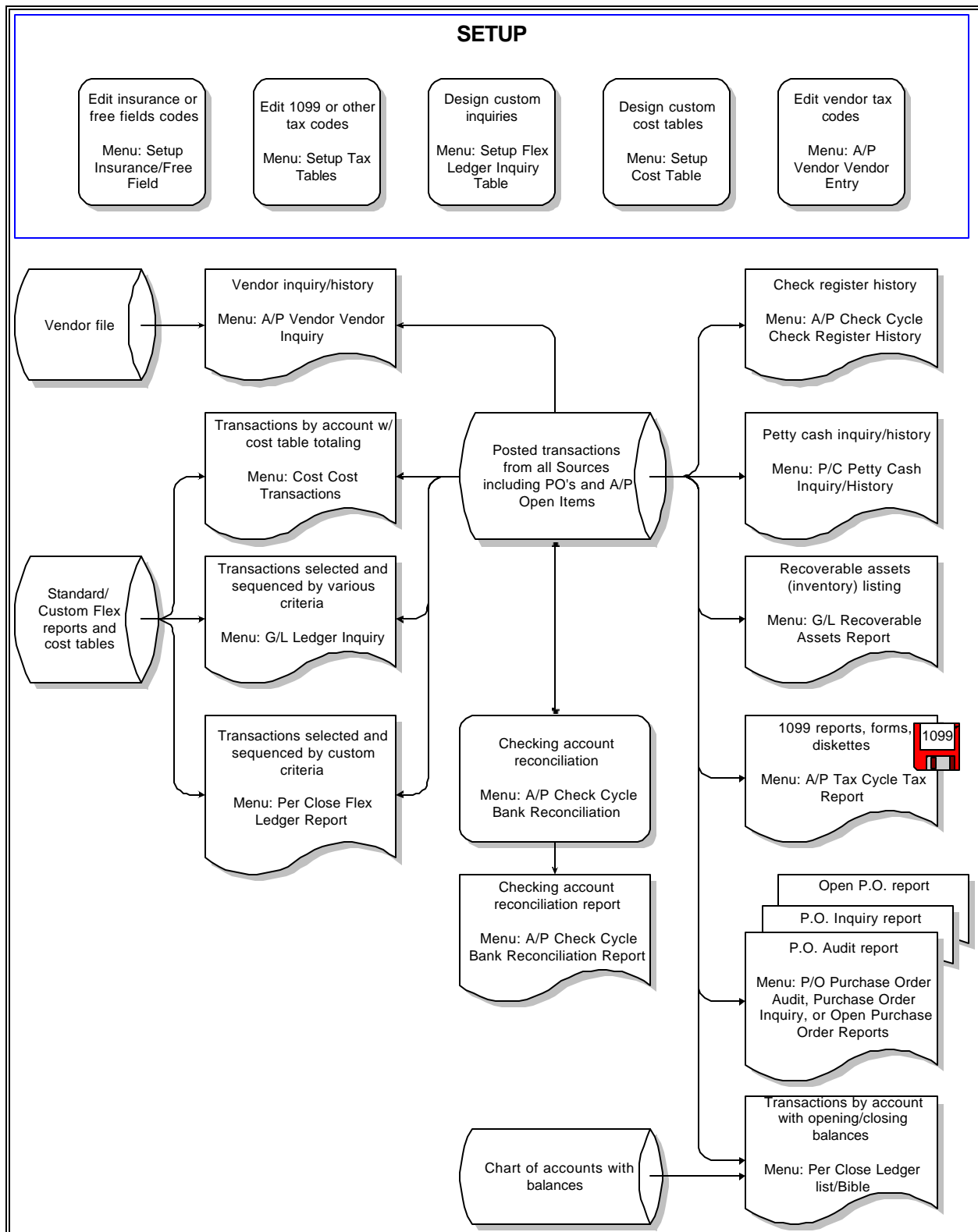




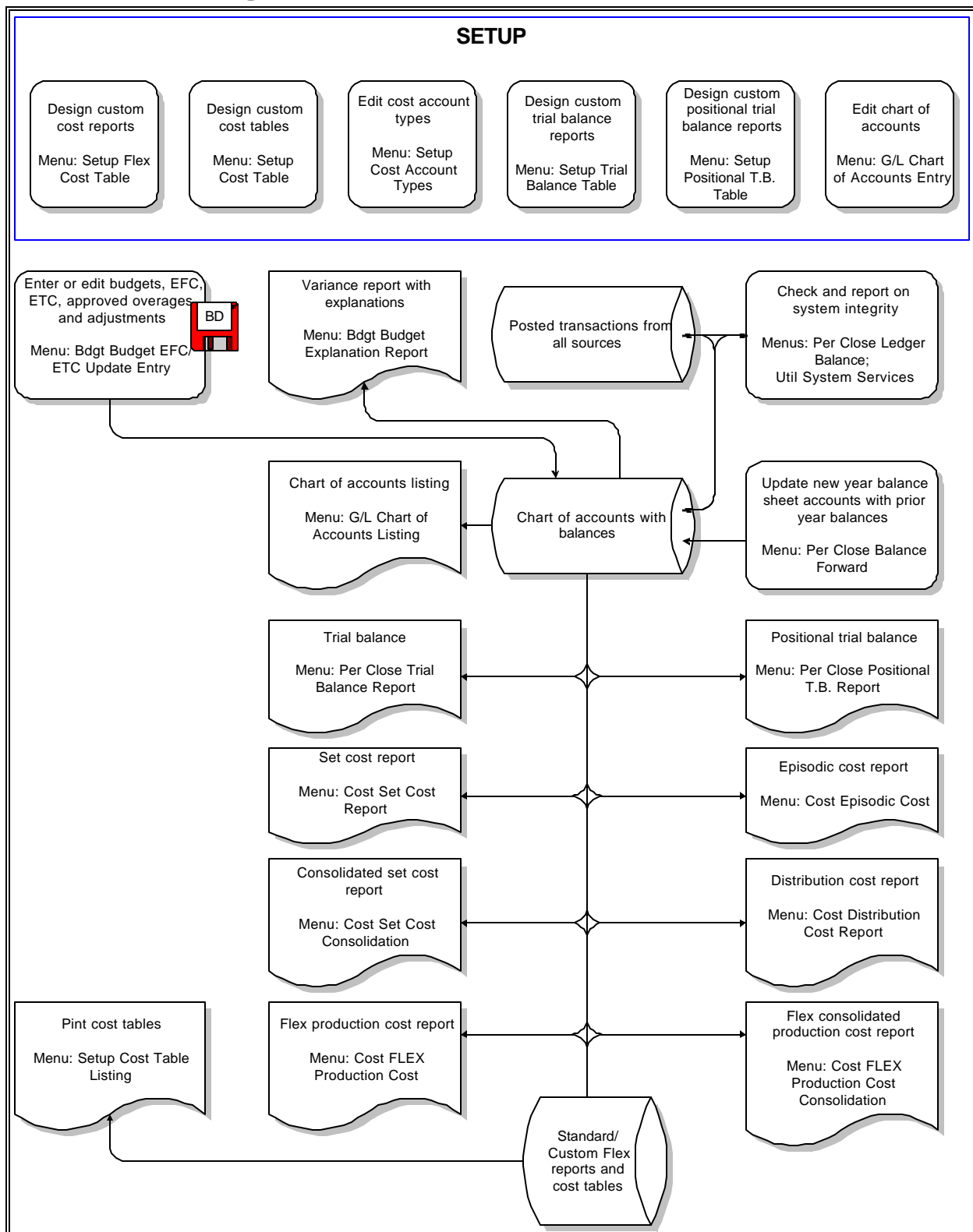
## Chart 6 - Modify Posted Transactions



## Chart 7 - Transaction Reports & Analyses



## Chart 8 - Budgets, Estimates, Costs, Balances

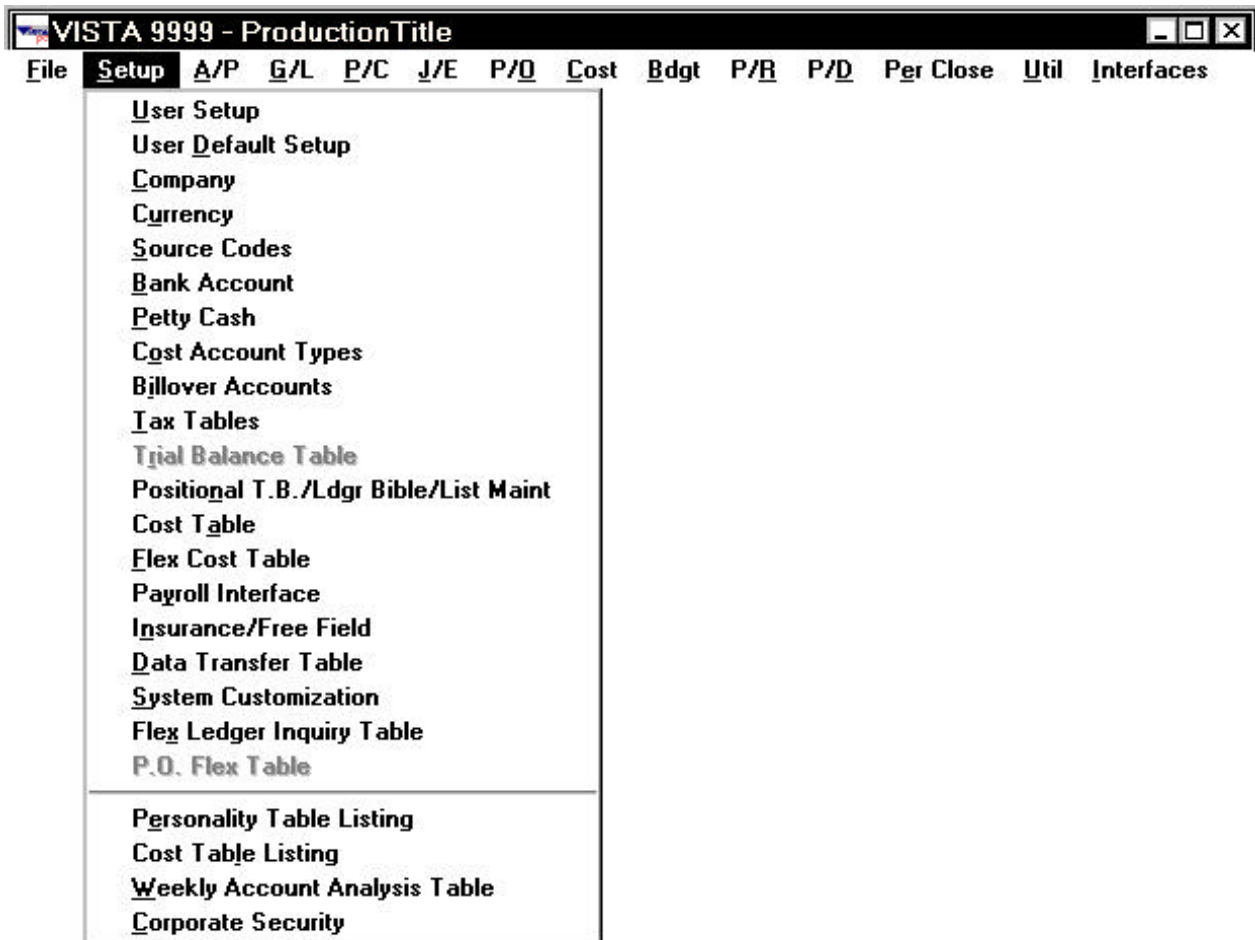


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# Chapter 9: Setup Menu

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## Overview



The items available within the **Setup Menu** benefit the User by allowing the User to dictate VISTA's 'personality.' By customizing VISTA within this menu, one can define certain parameters and functions to suit the needs of a particular show or production. The choices range from establishing **security** and **passwords** to designing tailor-made cost reports. Some items will be more relevant than others, but that relative importance will change from show to show.

The System Default logon is **SYSACCES**. The following table illustrates the most basic entries necessary to get VISTA up and running:

ACTION REQUIRED	MENU	PROGRAM
REQUIRED FOR ALL SYSTEMS	Setup Setup A/P Vendor G/L Per Close	Company Bank Account Vendor Entry Chart of Accounts Entry Update Ledger Period (Verify in PERCLOSE)
PRODUCTION OPTIONS	Setup Setup Setup Setup Setup Setup Setup	User Setup User Default Petty Cash Billover Accounts Insurance / Free Field Data Transfer Table System Customization
SYSTEM SETUP WITH DEFAULTS	Setup Setup Setup Setup Setup Setup Setup Setup	Currency (US only) Source Codes Cost Account Types Tax Tables Positional Trial Balance/Ledger Bible Maint. Cost Table Flex Cost Table Flex Ledger Inquiry Table
TO INTERFACE A PAYROLL DISKETTE	Setup	Payroll Interface

Each of these program functions and the methods by which they may be set up will be discussed in this chapter.

---

## User Setup

**Purpose:** Establish and update Login IDs, passwords, and access conditions for each operator of the system.

**Required:** Login ID.

**Defaults:** All other fields are left blank—no system access allowed.

**Delete:** Inactivate.

VISTA gives the User complete control over who will use the system and how. Security can be as strict as the circumstance demands. A Login ID and Password can be entered for each operator, and each operator can be selectively allowed to use or prevented from using each component of the system. There are **three levels** of access possible for each system component or menu item: **Full**, **Inquiry**, and **None**.

## Administrator

At least one person will be assigned a Login ID and password that allow full access to all system parts. This person is referred to as the Administrator. Because the Administrator has **full access**, he or she can set up other operators, change their IDs and passwords and prevent them from accessing all or parts of the system.

## Login ID and Password

Both **Login ID** and **Password** are between one and eight characters long. The characters can be in any combination desired.

*The Password is case sensitive.*

Be aware that the **Password is case sensitive**. If it has been entered here in lower case, but the computer boots up with CAPS LOCK on, you will get an error indicating there is a password mismatch.

*Exercise attention and care when inputting the Password.*

Input the **Password** carefully, as there is **no duplicate confirmation**—what is entered here *will* be the password. The password cannot be displayed anywhere ever. The only characters that will ever display in this field are asterisks. .

Entering eight spaces in the password field allows the user access with just an ID.

## Setting up a User

Select Setup User Setup from the VISTA Main Menu, and you will see this window.

**User Setup** [Function] [Help]

VISTA TRAINING VERSION 4.4

[ADD]

User Name [ ] Login ID [ ] Password [ ]

System Access

☐ Full System Access

[Setup] [A/P] [Ledger] [P/C] [J/E] [P/O] [Cost] [Budget] [P/R] [P/D] [Period Close] [Util] [Interface]

[All Full Access] [All Inquiry] [Deselect All]

## **Add**

To add a new user, make sure **Add** is displayed in the information box at the top right of the window (or choose **Function Add** from the Menu), and then enter the person's name. Tab to the Login ID field and enter an ID of up to eight digits. Then tab to the Password field and enter a password of up to eight digits. See Access Options below. When you're through, press **Enter**. You will be asked to confirm setting up the new user. Press **Enter** again to confirm, **Escape** to avoid setting up the new user.

## **Modify**

To change (and re-activate) a user, choose **Function Modify** and press **F12** or right-click in the Name field to choose the user you want to change.

Revise the Login ID and password by entering the new data in either or both fields. See Access Options below. When you're through, press **Enter**. You will be asked to confirm making the changes. Press **Enter** again to confirm, **Escape** to avoid making the changes.

## **Inactivate**

Choose **Function Inactivate** and press **F12** to choose the user you want to inactivate. Press **Enter**. You will be asked to confirm the action. Press **Enter** again to do so, press **Escape** to avoid inactivating this user.

## **Clear Screen**

Use **Function Clear Screen** whenever you want to clear the screen of data and begin again.

## **Exit**

**Function Exit** closes User Setup; this function does not update records.

## **Access Options**

Below the User Name, Login ID, and Password is an area of the window for controlling system access. Use this area to control a user's access in either Add or Modify mode.

### **Full System Access**

To allow the user to access and modify data in all system modules, click on the Full System Access box. When this box contains an X, the user has full system access. To record this setting for the user, press **Enter**.

### **Access by Menu**

The **buttons** below the Full System Access box represent the VISTA Main Menu, a button for each Main Menu choice. If you don't want to give a user Full System Access, use these buttons to define access for each of the menu choices.

When you click on one of the Main Menu Buttons, the choices on that Menu appear at the bottom of the window below the buttons. To the left of each menu choice is a box. Valid entries for the boxes are **Blank** for no access, **I** for Inquiry access, or **F** for Full access.



Between the Main Menu Buttons and the Menu Choices is a row of three long buttons titled All Full Access, All Inquiry, and Deselect All.

To allow this user full access to all the menu choices shown, click on **All Full Access**—the boxes beside the choices will all be filled with an F.

To allow this user inquiry-only access to all the menu choices, click on **All Inquiry**—the boxes will be filled with an I.

To restrict this user from using any of the menu choices shown, click on **Deselect All**—the boxes will all be blanked.

To **apply various access levels** for this user to the menu choices shown, first click on the All button that covers the majority of choices, then tab through the boxes to change the ones that are different.

The **default** setting for all choices for a **new** user is blank for **no access**.

Proceed through each Main Menu Button until the settings are as you want them. When you're finished, press **Enter** to record your entries.

---

## User Default Setup

**Purpose:** Establish which codes should be entered automatically by the system into repetitive fields, such as Company, Currency, Bank Code, etc.

**Required:** Default Type and Login ID.

**Defaults:** None.

**Delete:** Yes.

When a production has only one of something—one production number, one bank account, one currency—or even if it has more than one, but one choice is used most of the time, it is helpful and efficient to let VISTA enter that information for you instead of having to type or select it every time you need it.

This is where you tell VISTA which fields you want it to fill in, and the values to be used. Defaults can always be **overridden** when you're actually inputting, but they will give you a head start most of the time.

The screenshot shows a window titled "User Default Setup" with a standard Windows-style title bar (minimize, maximize, close buttons). Inside the window, there are two menu items: "Function" and "Help". Below the menus, there is a "PRODUCE COMPANY NAME" label followed by a "Modify" button. Underneath, there is a "Default Type" label with a dropdown menu currently showing "Administrator", and a "User" button. Below that is a "Login ID" label with a text input field, and a "Lock Co/Curr/Bk/PC" label with a checkbox and the text "(Y/N)". A section titled "Default Settings" is enclosed in a rounded rectangle. Inside this section, there are several labels with corresponding input fields or checkboxes: "Group" (checkbox), "Batch" (text input), "Company" (checkbox), "Currency" (checkbox), "Bank Code" (checkbox), "P/C Code" (checkbox), "Source Code" (text input), and "Cursor Dup To" (text input). At the bottom of the "Default Settings" section, there is a label "CO G/L PROD DETL ST IN F" above a text input field.

There are two types of defaults: Administrator and User. Only the Administrator can add or change Administrator Defaults. The **Administrator defaults** are, in effect, **default defaults**. Designating a set of defaults Administrator (by clicking on the Administrator Button or typing A in the Default Type field and using a Login ID with Full System Access), makes it the standard set for all users.

If a User doesn't have his or her own set of defaults, the Administrator Defaults will be used. If a User (based on Login ID) has his or her own defaults, they apply to all the default fields. If a default field is blank for that User, even if that field is not blank in the Administrator Defaults, VISTA will not fill it in for that User.

If you wish to limit the Company/Currency/Bank Code for a user, enter **Y** in the **Lock Co/Curr/Bk** field. When that user signs into VISTA, he/she will only be able to enter or view information for a specific bank account.

## Default Settings

**Group** has not yet been implemented in VISTA. Type **01** in the Group Field.

Fill as many or as few of the other fields as you want.

Use any code you want up to eight digits for **Batch**. The most common use for this default is the User's initials or Login ID, which will set his or her batches apart from other Users.

For **Company**, **Currency**, **Bank Code**, **P/C Code**, and **Source Code** (for Journal Entries), enter the only or most-used code for this system (Administrator defaults) or this User (User defaults).

The **Cursor Dup To** field is a sample of your account-number structure as it will appear for transaction input. VISTA will duplicate (from left to right) as much of your account number as you tell it to here as you add lines of distribution for a transaction.

To tell VISTA how much of your account number to duplicate from one distribution line to the next, put an **asterisk** in the **right-most** position you want duplicated. For example, if you want the number duplicated through the PROD field, put an asterisk in the fourth position of the PROD field. To duplicate through the first two digits of the DETL field, put an asterisk in the second position of the DETL field.

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## Company

**Purpose:** Maintain Company information and provide validation for Company Code entries.

**Required:** Company Code (Number) and Company Name.

**Defaults:** None.

**Delete:** No.

The screenshot shows a software window titled "Company". At the top, there are menu items "Function" and "Help". In the upper right corner of the window is an "ADD" button. Below this is a form area with several input fields: a checkbox for "Company", a text field for "Company Name", a text field for "Production Title", a text field for "Address", a text field for "City", a text field for "STATE", a text field for "Country", a text field for "Federal Tax ID", and a text field for "Postal Code".

Use the Function Add mode to add a new Company; use Function Modify to change an existing Company.

Company Number should coincide with the Company field in your Chart of Accounts, but this file is not used to verify the connection.

The Federal Tax ID, if entered, is used for 1099 Tax Reporting.

You may enter as many Companies as necessary to reflect the structure and makeup of your production.

## Company Not Always Company

This highest level of VISTA structural code is called Company, but, to reflect your particular production, it may not represent a Company per se. It may represent, instead, a Location or another facet or breakdown of your show, something that structures accounts and reports in a more meaningful way for your circumstances. It is important to keep this distinction in mind as the “Company” Number and its uses are discussed.

---

## Currency

**Purpose:** To record the Currencies per Company to be used on the production—codes, descriptions, check language, exchange rates, and decimal places—designate Base Currency, and provide validation for Currency entries.

**Required:** Company Code, Currency Code, Currency Description, and Check Amount Language fields.

**Defaults:** Exchange Rates, 1.0; Exchange Dates, current date; Decimal Places for Entering Amounts, 2; Decimal Places for Printing Cost Reports, 0.

**Delete:** No.

VISTA can incorporate as many Currencies as you need. Each Currency to be used on the production has to be set up here in conjunction with Companies.

**Function** **Base Currency** **Help**

PRODUCTION COMPANY NAME

Company

Currency

Check Amount Language

Pay Exactly

Dollars

Cents

Exchange Rates

Current Rate  Date

Budget Rate  Date

Number of places to the Right of the Decimal

For Entering Amounts

For Printing Cost Reports

Use the **Function Add** mode to create a new Currency, **Function Modify** to change an existing Currency. You cannot delete a Currency.

---

**Note:** Your VISTA System will be set up with US Currency. You only need to add additional currencies that will be required for your production.

---

## Company

Currencies are set up in conjunction with Companies. If you have only one Company record, then one Currency record for each Currency used is sufficient. **For each Company, you must add at least one Currency record.**

To **Add** a Currency, first select the **Company**, then enter a two-digit **Currency Code**—must be an alphabetic code—no numbers or special characters—and the **Currency Description**.

## Base Currency

If you use only one Currency, it is your Base Currency, and it should be designated as such.

If you are using more than one Currency, one of the Currencies **must** be designated your Base Currency.

To designate a Currency as your Base Currency:

- If you're adding it, select Base Currency Modify Base Currency from the Currency window Menu Bar. Fill in all fields (Exchange Rates will

always be 1.0 for your Base Currency), then press **Enter** to record the Add.

- If it already exists, in Modify mode press F12 and choose the Currency from the Scroll Panel. Select Base Currency Modify Base Currency from the Menu Bar, then press **Enter** to record the change.

When you select Base Currency Modify Base Currency, the word **BASE** will be shown in the Mode box in the upper right corner of the window.

There can be only one Base Currency designated per Company.

## Check Amount Language

These fields tell VISTA what to print on a check in this Currency when spelling out the amount of the check.

If you want to print the equivalent of **Pay Exactly** in another language, enter the phrase in the Pay Exactly field.

Enter the equivalents of **Dollars** and **Cents** for another Currency in the Dollars and Cents fields, for example, Pounds Sterling and Pence for the English pound.

Leaving any of these fields blank will leave the corresponding area of the check blank.

---

**Note:** While VISTA can spell out the numbers for English dollar amounts (including US, CN for Canadian currency or UK for British currency), any foreign currency checks will print out numbers, not words on the check.

---

## Exchange Rates

Enter the **Current** Rate and the **Budget** Rate and the **effective dates** in the appropriate fields.

The exchange rates used for a particular Currency should be the rate to translate this Currency to your Base Currency.

The rates for your Base Currency will always be 1.0.

## Number of Places to the Right of the Decimal

Specify the decimal places to be shown for **Entering Amounts** and **Printing Cost Reports**. The decimal places for Entering Amounts will be shown on all reports except Cost Reports.

Once a Currency record has been entered and accepted, the decimal places for Entering Amounts **cannot be changed**, so make sure it is accurate when you enter it.

---

## Source Codes

**Purpose:** To identify the application and operational origin of transactions.

**Required:** All.

**Defaults:** None.

**Delete:** No.

Source Codes are one- to four-digit codes that **identify where a transaction came from**, that is, which application or transaction type. The Code becomes a part of the transaction and is shown in most system reports. VISTA comes with some Source Codes defined, but you can change those and add as many as you like.

**A given Source Code can apply to only one application.**

The Source Codes already defined, in alphabetical order, are:

Code	Description
AP	Accounts Payable
JE	Journal Entry
PC	Petty Cash
PO	Purchase Order
PR	Payroll
WT	Wire Transfer

**Note:** Additional Source Codes may already be set up in your system if you are doing a show for a major studio. If you have any questions, contact your VISTA Customer Support representative.

Once a Code is set up, the Code itself cannot be changed, although its description and options can be.

While a given code can apply to only one system, multiple codes can be applied to that system. For example, either of the codes JE and WT can be used with the Journal Entry system to further identify the operation that triggered the Transaction. In addition to the code, PC, for Petty Cash, you might create a code, PD, for Per Diems and use it in Petty Cash, also.

**Source Code**

Function Help

PRODUCTION COMPANY NAME ADD

Source Code:  Description:

Source Code Valid for System(s)

<input type="checkbox"/> Accounts Payable	<input checked="" type="checkbox"/> Petty Cash
<input type="checkbox"/> Journal Entry	<input type="checkbox"/> Accounts Receivable
<input type="checkbox"/> Purchase Order	<input type="checkbox"/> Payroll

Transfer Code:  Transfer (Y/N)? ☒

To **add** a code, enter a new, unique Source Code, a Description, then enter **N** in each of the System Fields except the one that applies to this Code; enter **Y** in that System field. Press **Enter** to record the Add.

To **change** a code, in Modify mode enter the code or select it from the Scroll Panel. Make the changes and press **Enter** to record them.

Source Codes **cannot be deleted**.

The Transfer Code and Transfer(Y/N)? fields are used only when you are uploading information from your VISTA system to a major studio's main computer system. Please contact VISTA Customer Support before adding new Source Codes if this is the case.

---

## Bank Account

**Purpose:** Maintain Accounts Payable Bank Account data for each Company/Currency combination, including Control Accounts and check specifications.

**Required:** Company, Currency, A/P Bank Code, Bank Name, Source Code, Accounts (A/P Control, Cash, and Suspense).

**Defaults:** Check Number Length, 3; Check Range from, 0; Check Range to, 99999999; Checks, C (Collated); Print \$0 amount checks, N (No); Printer Type, L (Laser); Check Stock Type, V (VISTA); Copies per check, 1.

**Delete:** No.

**Bank Account**

Function Help

VISTA TRAINING VERSION 4.4

Company  Currency  A/P Bank Code

Bank Account Information

Bank Name

BANK ADDRESS

Account Number  Source Code

Check Prefix  Check Number Length

Check Range from  to

Accounts

CO G/L PROD DETL ST

A/P Control

A/P Cash

A/P Suspense

Check Print

Checks

Print \$0.00 amount checks

Printer Type

Check Stock Type

Copies per check  ☐ Print Production Title

Positive Pay

Positive Pay Template

**Each Company-Currency combination must have a Bank Account associated with it in order to post A/P Transactions.**

To **add** a new Bank Account, use **Add mode**, select a Company and Currency, make up and enter a two-digit, alpha-numeric **A/P Bank Code**, and fill in the fields (field descriptions below). Press **Enter** when finished to set up the new Bank Account.

To **change** a Bank Account, use **Modify mode**, select the account you want to change, make the changes, then press **Enter** to record the changes.

A bank account can not be **deleted**; nor can a User change the Company, Currency, or A/P Bank Code after the account is established.

## Bank Account Information

The **Account Number** field in this section is for the actual account number from the production's bank.

**Source Code**—the Source Code of the system for which this Bank Account will be valid is usually **AP**.

**Check Prefix** can be left blank, or be used for any constant characters that should precede this account's check numbers.

Enter the number of digits in this account's check numbers in **Check Number Length**.

In **Check Range from and to**, enter the range of check numbers for this account. Check numbers input to this account will be validated against this range. To allow any number, use all zeros and all nines in the from and to fields. Being as specific as possible in this range may help prevent a check for one account being entered to another account.

## Accounts

These are the accounts VISTA uses to automatically post activity for this Bank Account: A/P **Control** (Clearing) for open-item A/P balances; A/P **Cash** for bank balances; and A/P **Suspense** for undistributed Quick Checks. (The accounts must already exist in the Chart of Accounts before entering them here.)

The **Control** account is automatically credited when A/P invoices are posted, automatically debited when checks are posted. The **Cash** account is automatically credited when checks are posted. (Deposits to the Bank Account are recorded as debits to the Cash account, usually via Journal Entry.)

The **Suspense** account is automatically debited when a **Quick Check** is written with no distribution entries; it is automatically credited when the Quick Check's distribution entries are made.

Set up a different set of accounts for each Bank Account so analysis and reconciliation will be straightforward.

## Check Print Fields

These fields give VISTA important information about the checks you're using for this Bank Account.

### *Collated vs. Uncollated*

---

This option applies only to the printing of **Laser checks**. With a laser printer, originals and copies may be sorted and collated in different sequences. If the



production accounting office will *not* be printing A/P checks on a laser printer, choose the **Collated** option.

---

Click on **Collated** or enter **C** to print the original check and its copies directly behind it (original, copy, copy, original, copy, copy, original, etc.).

Click on **Uncollated** or enter **U** to print the original checks first, *then* the copies (original, original, original, copy, copy, copy, copy, etc.).

## ***Print Zero Checks***

Click **Yes** or enter **Y** to print zero-amount checks. Click **No** or enter **N** if zero-checks are not desired.

Zero-amount checks may be useful for the production's or the vendors' records in cases where the check nets to zero.

---

This is *only* a printing option. Invoices that net to zero will still be processed normally through the check-printing and posting process.

---

## ***Printer Type***

Click **Laser** or enter **L** if the production is using a laser printer to print A/P checks. Click **Dot Matrix** or enter **D** if A/P checks are to be printed on a dot-matrix printer.

## ***Check Stock Type***

VISTA allows the User to choose one of eight check stock formats for the printing of A/P checks from each **Bank Account**.

A production shooting within the United States will most likely be printing checks on the standard **VISTA** format.

Productions shooting and doing business within the United Kingdom will likely be printing A/P checks on one of the three **UK** check stock formats.

Productions shooting in France may choose the **FRench** check stock selection.

Users printing A/P checks for business in Australia will elect to print their checks on **AUStralian** check stock.

**MAL** and **NZL** formats are programmed to print in formats required by the Malaysian and New Zealand banks, respectively.

## ***Copies Per Check***

Enter the number of **copies** of checks to be printed—*not* including the original—usually **1** or **2**.

---

This applies only to Users printing A/P checks on laser printers, because dot-matrix checks are continuous form and have their copies behind the original.

---

## ***Print Production Title***

Select this check box to print the production's title on the face of the check and the check stub. Deselecting this box will omit the title of the production from the check and stub.

## Positive Pay Template

Information input into this field tells VISTA which format to use when creating an output file of check information for all checks that have been processed through VISTA for this specific bank (see “*Positive Pay*” on page 14-8).

---

## Petty Cash / Purchase Card

**Purpose:** Maintain data and control account for each Petty Cash or Purchase Card Custodian.

**Required:** Company, Currency, Custodian Name, P/C Source Code, Custodian’s Account Number, Purchase Card Custodian’s Suspense Account.

**Defaults:** None

**Delete:** Yes.

These records establish who is in charge of Petty Cash and Purchase Cards, and what account will be automatically credited when Petty Cash or Purchase Card batches are posted.

### Petty Cash Custodian

Petty Cash is a cash bank maintained by the production accountant for the purpose of advancing money to designated members of the production staff. The account numbers in this record will be credited for all Petty Cash advances.

### Purchase Card Custodian

Purchase Card capability allows VISTA Users to establish purchase card accounts for their petty cash recipients. Purchase cards may be used instead of cash at pre-approved locations. The account number in this record will be credited for all approved Purchase Card limits.

### Setting up a PC Custodian

Set up as many Petty Cash/Purchase Card Custodians as are desired and necessary.

Use Function **Add** to add a new Custodian, and Function **Modify** to change an existing Custodian. The Company/Currency/PC Code combination established for a PC Custodian cannot be modified. A Custodian record can be eliminated, however, via Function **Delete**.

## Company & Currency

Select a Company/Currency combination.

Because the records input via this window are tracked by Company/Currency combinations, there should be at least as many Custodian/Vendors and Custodian Account #s as are Company/Currency combinations. If there is more than one Custodian or Vendor for the same Company/Currency combination, different Codes and Accounts must be created for each one.

## PC Code & PC Source Code

Assign a **PC Code** - two-digits, any two characters - for the Custodian/Vendor.

PC Codes must be *unique* within the same Company/Currency, but the same code *may* be used within different Company/Currency combinations.

---

The custodian's initials may be used for the PC Code.

---

The **PC Code** created here will be used in the Batch Control section of the Petty Cash Batch Input window to tell VISTA which P/C Account to credit when the batch is posted. The PC Code will become an identifying part of each transaction in the batch.

*The PC Source Code must already exist within VISTA.*

The **PC Source Code**, created in Setup, Source Codes (see "[Source Codes](#)" on page 9-9) will also be added to each transaction in the batch to identify its source application.

## Custodian Name & Account #

The Custodian Account # must already exist within VISTA's Chart of Accounts.

Input the **Custodian Name** and the **Custodian Account #**. The account designated here will be automatically credited when a PC batch is posted for this Custodian/Vendor.

## Custodian Type

Click on the appropriate button to indicate the **Custodian Type**: either **Petty CASH** for a conventional petty cash Custodian, or **Purchase CARD** to establish this custodian's status as a purchase card Vendor.

## Purchase Card Custodian: Suspense Account #

The Custodian Suspense Account # must already exist within the Chart of Accounts.

The **Suspense Account #** input here will be used for Purchase Card transactions that have been received with invalid account numbers that were not corrected before posting.

Press **enter** to accept.

---

# Cost Account Types

**Purpose:** Maintain Cost Account Types (divisions of the Chart of Accounts)

**Required:** Account Type; Description.

**Defaults:** None.

**Delete:** No.

Account Types **segment the Chart of Accounts**, identifying like accounts and providing more meaningful totals and sub-totals in reports.

For a discussion of what Account Types mean to VISTA (and to you), see VISTA Chart of Accounts, "[Account Types](#)" on page 4-16.

The following Account Types come with VISTA and will be included in your Chart of Accounts.

Account Type Code	Account Type
A	Assets
L	Liabilities
EX	Production Costs
EA	Expense Above the Line
EB	Expense Below the Line
EC	Expense Below the Line Post-Production
ED	Below-the-Line Other Charges
EE	Below-the-Line Contingencies
EF	Completion Costs
EG	Cost Recovery/Transfers

Use Function Add to add a new Type, Function Modify to change an existing Type.

To **Add**, enter a new one- or two-digit Account Type, then a Description of the Type. When **Modifying**, all you can change is the Description. Press **Enter** to record the new Type or changes.

Remember, if you Add and use a new Account Type, it must apply to a contiguous group of accounts in your Chart, or it will invalidate your Cost Reports.

---

## Billover Accounts

**Purpose:** Maintain accounts used for automatic inter-company offset entries.

**Required:** Currency, From Account, To Account.

**Defaults:** None.

**Delete:** No.

With Billover Accounts, you tell VISTA where you want the offset entries to be posted for each Company in an Inter-company transaction. When you enter such a transaction, VISTA creates the balancing entries for you.

You cannot mix Currencies in a Billover Account set.

Use Function Add to create a new set, Function Modify to change an existing set of Billover Accounts.

Select or enter a Currency, then enter or change the From and To accounts (the accounts must already exist). Press **Enter** to record the new set or changes.

---

## Tax Tables

**Purpose:** Maintain Tax-Code options for coding taxable, reportable Transactions.

**Required:** Currency, Tax Code, Tax Form, and Box Number.

**Defaults:** None

**Delete:** Yes.

From VISTA's main toolbar, select **Setup; Tax Tables**.

Change the **function** to **Modify**, if necessary.

**NOTE:** The limit for the aggregate total of boxes 1,3,6,7 is contained in Tax ID Set Up from the Tax Cycle of Accounts Payable.

**Tax Tables**

Function Help

VISTA TRAINING VERSION

ADD

Currency  Tax Code

Tax Form  Box Number

1099  
T4A

List of Valid Box Numbers

- 01 = Rents
- 02 = Royalties
- 03 = Other Income
- 04 = Federal Income Tax Withheld
- 06 = Medical and Health Care Payments
- 07 = Non Employee Compensation/Attorneys' Fees
- 11 = State Income Tax Withheld
- 13 = Gross Proceeds Paid to Attorneys

---

## Positional T.B./Ldgr Bible/List Maint

**Purpose:** Maintain multiple, custom Positional Trial Balance account-range specifications and Ledger Bible specifications.

**Required:** All fields per account range.

**Defaults:** None.

**Delete:** Yes.

The Positional Trial Balance and Ledger List/Bible reports in VISTA can be defined in the minutest detail or the highest summary level, and most any variation in between. One or more Positional Trial Balances and Ledger List/Bibles may come already set up within VISTA, but a User may define as many others as are desired.

There are **two steps** to creating and printing these reports in VISTA, an extremely flexible process that allows a User to examine any facet of account data. For an overview of this type of report, [see “VISTA Report Services” on page 5-1.](#)

**First**, set up the **Table** (this option) or use one of the pre-set Tables, specifying which accounts to include in what sequence, where to break for sub-totals, what to call them, and how much (what **Level**) to show on the report.

**Second**, in the Main Menu choice **Per Close Positional T. B. Report**, specify Currency, Period Ending Date, the Table to be used, the Year, Month, Week, and Quarter, and the activity or balances to be shown in the three columns available. ([See “Positional T. B. Report” on page 24-2.](#)) Or, in the Main Menu choice **Ledger/List Bible**, specify the Table to be used, Currency and the report type ([See “Ledger List/Bible” on page 24-6.](#))

## Copying a Table to Create a New One

To create a new **Table**, it is often easier to copy one that already exists and then modify the new copy, rather than build a new table from scratch. That way, most of the work will already be done before beginning.

To copy an existing **Table** to a new one, choose **Function, Copy** and select the **Table** to be copied. Hitting **F-12** or **right clicking** in the **Report ID** field will summon a list of existing **Tables**. When the **Table** to be copied is displayed in the window, input the desired description in the **Description** field. In the **Report Name** field, choose either **Positional Trial Balance** or **Ledger List**. Hit **enter** to initiate the copying procedure.

## Creating or Changing a Table

To create a **Table**, specify **ranges of accounts** to be shown in the report. For each range, the User must:

1. Choose its **sequence** in the report in relation to the other ranges.
2. Choose the **level** of detail to be shown.
3. **Describe** it.
4. Tell VISTA whether to print **sub-totals**.

When completed, the User will have created a personalized Positional Trial Balance or Ledger/List Bible structure.

Here is the Setup Positional Trial Balance Table window, with a sample **Table** loaded.

**Positional T.B./Ldgr bible/list Maint.**

**Function Help**

PRODUCTION COMPANY NAME

Report Name

Report ID

Description

Report Sequence	Account Range CO G/L PROD DETL ST	Heading/Total Description
001 <input type="text" value="0100"/>	From <input type="text" value="22 212 1001 0001"/> To <input type="text" value="22 212 9999 9999"/> Breaks <input type="text" value="x"/>	<input type="text" value="PRODUCTION COSTS"/> Subtotal This Range (Y/N) <input type="text" value="Y"/>
002 <input type="text" value="0200"/>	From <input type="text" value="22 001 1000 0001"/> To <input type="text" value="22 199 1000 9999"/> Breaks <input type="text" value="x"/>	<input type="text" value="ASSETS"/> Subtotal This Range (Y/N) <input type="text" value="Y"/>
003 <input type="text" value="0300"/>	From <input type="text" value="22 300 1000 0001"/> To <input type="text" value="22 999 1000 9999"/> Breaks <input type="text" value="x"/>	<input type="text" value="LIABILITIES"/> Subtotal This Range (Y/N) <input type="text" value="Y"/>
004 <input type="text"/>	From <input type="text"/> To <input type="text"/> Breaks <input type="text"/>	<input type="text"/> Subtotal This Range (Y/N) <input type="text"/>

To input default columns (normally A,B,C,) change function to Modify, select Positional Trial Balance and Report ID. Click on the button at the bottom of the screen.

First, select which report will be created: 1. Positional Trial Balance or 2. Ledger Listing/Bible. Then, input a unique **Report ID** of up to 14 alphanumeric digits and an alphanumeric **Description** of the report. The Description is also the report's **title**, and will print as the heading of each report page.

Next, input the details for each account range.

## Screen Information

Up to **thirty "pages"** of account ranges may be input for each report. With four ranges per "page," up to **120 account ranges** may be built into a Positional Trial Balance or Ledger List/Bible. To move from page to page, use the **Page Up** and **Page Down** keys.

The number to the left of **Sequence Number** is the **Range Number**. It is fixed, and increments by one for each of the 120 potential ranges.

## Report Sequence

The **Report Sequence** is an arbitrary designation that determines the flow of the report. Account ranges will appear on the report in the ascending order of the numbers input in this field. For example, the three ranges in the sample contain the



Report Sequences 100, 200, and 300; however, sequence numbers 5, 10, and 15, would produce the same report.

The **Sequence Number** enables the User to arrive at the desired report without shuffling account ranges about this **Setup** window. For example, to display Liabilities (Range Number 0300 in the illustration) **first** on this **Positional Trial Balance**, simply change its **Report Sequence** to 50 (or anything else less than 100, the report's first sequence number).

---

Concentrate on inputting the account ranges without worrying about their sequence. *Then* designate **Report Sequences** that order the report as desired.

---

Report Sequence	Account Range	Heading/Total Description
	CO G/L PROD DETL ST	
001	From 22 212 1001 0001	PRODUCTION COSTS
	To 22 212 9999 9999	
	Breaks *	Subtotal
		This Range (Y/N) Y

## Account Range

In the **From** and **To** fields, input the low and high account numbers for this range. Notice that the account numbers do not have to be actual accounts—they can be outside limits. If actual account numbers are input, those accounts will be included in the range.

---

**Note:** Blanks are as valid as zeros in establishing lower limits.

---

## Breaks

Specify where In the **Positional Trial Balance** or **Ledger List/Bible** to break for sub-totals by placing asterisks at the positions within the account number where breaks are to occur.

Report Sequence	Account Range	Heading/Total Description
	CO G/L PROD DETL ST	
001	From 22 212 1001 0001	PRODUCTION COSTS
	To 22 212 9999 9999	
	Breaks *	Subtotal
		This Range (Y/N) Y

In this example, notice the different break levels specified by the asterisks for each account range. For ranges 001 and 002, Assets and Liabilities, each detail (DETL) account will be shown on the report and there will be no intermediate sub-totals.

For range 003, Production Costs, the Break asterisks are placed differently. A line will print whenever the first two digits of Detail account number change (because of the asterisk in the second position of DETL), and a sub-total will print whenever the Production Number changes (because of the asterisk in the fourth position of PROD).

---

**Note:** You can enter different Breaks for different Account Ranges.

---

## Heading/Total Description

The Description entered here will be printed at the beginning and the end of this range.

## Sub-total This Range [Y/N]

Enter **Y** for **Yes** if you want to see sub-totals for this range; enter **N** for **No** if not.

## Deleting a Detail Account Range

To eliminate a range of accounts in a Positional Trial Balance or Ledger List/Bible, blank out all the entries for that range by entering spaces or deleting what's there. Press **Enter** to save the changes.

---

## Cost Table

**Purpose:** Maintain pre-defined and custom sets of Cost Report Account-Type specifications for use in Cost Reports and FLEX Cost Reports.

**Required:** All fields per Account-Type range.

**Defaults:** None.

**Delete:** Yes.

A Cost Table provides a framework of Account Type ranges, sequences, and descriptions for a Cost Report or FLEX Cost report. Several Cost Tables are delivered with VISTA and apply to the following reports:

Table ID	Report on Cost Menu
REPT603	Cost Transactions Report
REPT601	Set Cost Report; Set Cost Consolidation
REPT604	Episodic Cost
PRODCOST	Flex Production Cost
CONSOLIDATE	Flex Production Cost Consolidation
COST_ANALYSIS	Flex Production Cost
FOX_COST	Flex Production Cost for Twentieth Century Fox
DISNEY_COST	Flex Production Cost for Disney

(For a review of **Account Types**, see [“Account Types” on page 4-16](#) and [“Cost Account Types” on page 9-16](#).)

You can alter any of these Tables or create your own Tables to tailor these reports to your needs. To create new Tables, you can copy an existing one and change the copy, or you can start from scratch.

## Copying a Cost Table to Create a New Table

To create a new Cost Table based on an existing Table, choose **Function Inquire** and select the Table you want to copy. When the Table is displayed in the window, choose **Function Add**. In Add Mode, enter your new Report ID, make any changes to accounts or codes, and press **Enter** to save your new Table.

## Creating or Changing a Cost Table

To create a new Table, use **Function Add** and enter a unique **Report ID** of up to 14 digits, alpha or numeric.

To change a Table, use **Function Modify** and load the Table to be changed.

The screenshot shows a window titled "Cost Table" with a menu bar containing "Function" and "Help". Below the menu bar is a label "PRODUCTION COMPANY NAME" and a "MODIFY" button. A large grey rectangular area contains the text "Report ID" followed by a text box containing "CONSOLIDATE". Below this area, it says "Page 1 of 10". The main part of the window is a table with 10 rows and 6 columns. The columns are labeled: "Report Seq", "Report Action", "Report Range FROM", "Report Range TO", and "Heading / Total Description". The rows are numbered 001 to 010 on the left. The "Report Seq" column contains values 5, 10, 15, 20, 25, 30, 35, 40, 45, and 50. The "Report Action" column contains values HEADER, RANGE, TOTAL, HEADER, RANGE, TOTAL, HEADER, RANGE, TOTAL, and HEADER. The "Report Range FROM" column contains values EA, EA, EA, EB, EB, EB, EC, EC, EC, and ED. The "Report Range TO" column contains values EA, EA, EA, EB, EB, EB, EC, EC, EC, and ED. The "Heading / Total Description" column contains values ABOVE THE LINE, (blank), ABOVE THE LINE TOTAL, BELOW THE LINE PRODU, (blank), BELOW THE LINE PRODU, BELOW THE LINE POST, (blank), BELOW THE LINE POST, and BELOW THE LINE OTHER.

	Report Seq	Report Action	Report Range FROM	Report Range TO	Heading / Total Description
001	5	HEADER	EA	EA	ABOVE THE LINE
002	10	RANGE	EA	EA	
003	15	TOTAL	EA	EA	ABOVE THE LINE TOTAL
004	20	HEADER	EB	EB	BELOW THE LINE PRODU
005	25	RANGE	EB	EB	
006	30	TOTAL	EB	EB	BELOW THE LINE PRODU
007	35	HEADER	EC	EC	BELOW THE LINE POST
008	40	RANGE	EC	EC	
009	45	TOTAL	EC	EC	BELOW THE LINE POST
010	50	HEADER	ED	ED	BELOW THE LINE OTHER

Now enter the details for each account-type range.

## Screen Information

You can enter up to **ten "pages"** of account-type ranges for one report, but note that each complete range takes up to three input lines. To move from page to page, use the **Page Up** and **Page Down** keys.

The number to the left of Report Sequence Number is the **Line Number**. It is fixed and increments by one for each of the 100 potential lines.

## Report Sequence

**Report Seq** is an arbitrary sequence number that applies to this report only. Account-type ranges (and their component lines) will be arranged in order of the numbers you enter here in ascending sequence. For example, the ranges in the sample contain Report Sequence Numbers beginning with 5 and progressing by 5 for each successive line; they could just as easily have started with 10 and been incremented by 10 and produced the same report.

	Report Seq	Report Action	Report Range FROM	Report Range TO	Heading / Total Description
001	5	HEADER	EA	EA	ABOVE THE LINE
002	10	RANGE	EA	EA	
003	15	TOTAL	EA	EA	ABOVE THE LINE TOTAL
004	20	HEADER	EB	EB	BELOW THE LINE PRODU
005	25	RANGE	EB	EB	

The Seq Number is included so you don't have to move ranges around to arrive at the sequence you want. For example, if you wanted Above the Line (lines 1-3 in the sample) at the end of your report, you'd simply have to change the Report Seq Numbers of the three lines to numbers higher than any other Report Seq numbers already in the report. That's all.

You can concentrate on getting your ranges exactly as you want them without worrying about sequence. When you're satisfied with the ranges you've entered, then construct Report Seq Numbers that order the report as you want it.

Why are the example Report Seq Numbers 5, 10, 15 instead of 1, 2, 3? To allow for the addition of new lines later which can be sequenced anywhere in the report. For example, to add a second Header line for Above the Line in the sample, just go to the end of the Cost Table, add the Header line with a Report Seq number of 7 (any number between 5 and 10), and your new Header would be in place.

## Range Line Groups - Report Actions

A range group in a cost table consists of up to three lines or Report Actions: **Header**, **Range**, and **Total**. Because the Report Sequence Number will arrange the report as you specify it, it is not absolutely necessary to arrange the lines in any particular order, but to maintain a visually logical organization, it is best to arrange a group in the Header-Range-Total sequence. However the lines are arranged visually in the Cost Table, the Report Sequence Numbers *must* put them in the correct Header-Range-Total order.

Each line of your Cost Table will be one of the three Report Actions. Be careful to spell the Report Action correctly each time you use it.

### "Header" Lines

This line provides a title to precede this range in the report. The **Report Range From** and **To** fields can remain blank (the heading here is positioned based on Report Seq number), but all the default reports include the Account Type Codes for the range being titled, and it does explain the line more fully. What you want printed on the report goes in the **Heading/Total Description** field.

You can use **multiple Header lines** to describe a section of the report, using the Report Seq number to place them where you want.

	Report Seq	Report Action	Report Range FROM	Report Range TO	Heading / Total Description
001	5	HEADER	EA	EA	ABOVE THE LINE
002	10	RANGE	EA	EA	
003	15	TOTAL	EA	EA	ABOVE THE LINE TOTAL
004	20	HEADER	EB	EB	BELOW THE LINE PRODU
005	25	RANGE	EB	EB	

### "Range" Lines

A Range line tells VISTA which Account Types to include at this point in the report. For an overview of Account Types, [see "Account Types" on page 4-16](#). To include a single Type, put the same Code in the **Report Range From** and **To** fields. To include more than one Type, put the first Type to be included in the **Report Range**

**From** field and the last Type to be included in the **Report Range To** field. The **Heading/Total Description** field on a Range Line is not used in the report, but you could use it to note which Types are included.

“Total” Lines

A Total line inserts a total in the report. The total will include all accounts of the Type(s) in **Report Range From** and **To** fields and will be described by the entry in the line’s **Heading/Total Description** field.

You can use multiple Total lines to specify range totals and more encompassing group and grand totals. The example below shows multiple Total lines in the Rept601 Cost Table.

Page 3 of 10					
	Report Seq	Report Action	Report Range FROM	Report Range TO	Heading / Total Description
021	110	RANGE	EG	EG	
022	115	TOTAL	EG	EG	COST RECOVERY / TRAN
023	120	TOTAL	EF	EG	NON-DIRECT COST TOTAL
024	125	TOTAL	EA	EG	PRODUCTION TOTAL
025					

Deleting a Range of Account Types

To eliminate a line or range of Account Types in a Cost Table, blank out all the fields for that line or range by entering spaces or deleting what’s there. Make sure you blank out *all* the lines that apply to a deleted range. Press **Enter** to save the changes.

Flex Cost Table

**Purpose:** Store default and custom cost report formats for use with Cost Tables and Flex Cost Reports.

**Required:** Report Number, Report Title, Report Layout, and Column Contents Code

**Defaults:** None.

**Delete:** Yes.

**Warning: Do not minimize any Flex Cost Table windows.**

A Flex Cost Table is a layout for a Cost Report. You control every aspect of the report: what it is called, paper size and orientation, how many columns, what goes in the columns, what the columns are called, and how the numbers are formatted. And you decide which Cost Table to use with the layout.

**Four default layouts** come with your VISTA system:

- PRODCOST for traditional FLEX Production Cost Reports
- CONSOLIDATE for FLEX Consolidated Cost Reports
- COST\_ANALYSIS, the Disney Cost Analysis format
- FOX\_COST, the Fox Production Cost Format

You can alter any of these formats, build your own format from scratch, or use one of these defaults as a basis for a new one. **We strongly recommend that you**

leave the default formats as they are and make any changes to a renamed copy.

## Function Menu

There are two choices on the Flex Cost Table Function Menu that are not on most Function Menus: **Print** and **Copy**.

**Print** allows you to print the format of any of the Flex Cost Tables.

**Copy** allows you to copy an existing format to a new report number in order to alter the new number rather than starting from scratch.

## Relationships

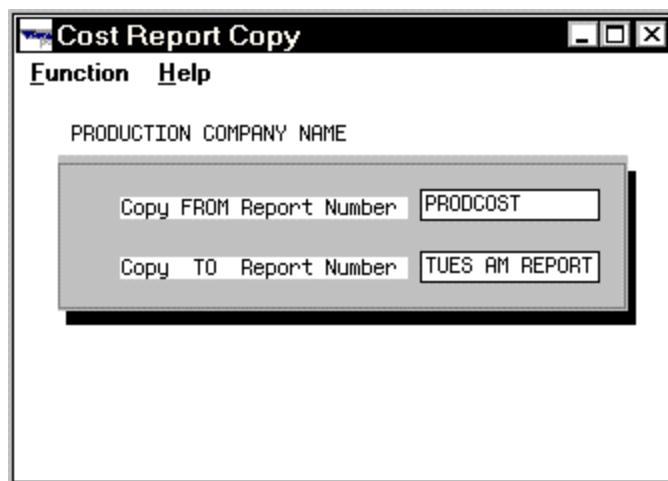
There is a **one-to-one** relationship between Cost Tables and Flex Cost Tables. That is, for every Flex Cost Table (report layout) there will be a Cost Table (content specs) with the same name.

If you create a new Flex Cost Table (layout), the last step in that creation, as you will see, will be to copy an existing Cost Table to be used with the new layout, and the copied Cost Table will be given the same name as the Flex Cost Table.

## Copying Cost Tables to Create a New Table

The easiest way to create your own Cost Table and Flex Cost Table is to copy the existing one closest to what you want, rename it, and modify it.

To copy an existing set, choose Function Copy and select the Cost Table you want to copy.



Enter a new Report Number (14 digits, alpha or numeric) in the **Copy TO Report Number** field, and press **Enter**. Your new Cost Table and Flex Cost Table (layout) will be created.

To modify the Cost Table for “My Cost Report,” go to Setup Cost Table Modify, select the report and make the changes. To modify the Flex Cost Table (layout), choose Setup Flex Cost Table Modify, select the report and make the changes.

## FLEX Cost Report Layout Windows

Whether adding or modifying a layout, there are **two windows** to deal with. The **first window** or page contains the report number, title, page size and orientation, and codes for the content of each column.

The **second window** or page Contains column headings and formulas and number formats.

To move from the first page to the second, press **Page Down** (do *not* press Page Down when in the second window). To move from the second page to the first, press **Page Up** or **Enter**.

Here are examples of the two windows using the default report, CONSOLIDATE.

**Flex Cost Table**

Function Help

PRODUCTION COMPANY NAME Modify

---

Report Number:  Report Title:

Report Layout:

---

COLUMN:

01	02	03	04	05	06	07	08	09	10	11	12	13	14	15
A	B	E	*	*	K	J	*	#						
Portrait Report								Legal Report						
Landscape Report														

AMOUNT TYPES:

(A) Actual This Period	(G) Approved Overages	(M) Prior Change EFC
(B) Actual To Date	(H) Adjustments	(N) Prior Period Budget
(C) Actual Thru Prior Period	(I) Studio Charges	(O) Prior Period EFC
(D) PO's This Period	(J) Current Budget Amount	(*) Total Column
(E) PO's To Date	(K) Current EFC Amount	(#) Consolidated Average
(F) Studio PO Commitments	(L) Prior Change Budget	

( PgDn for Next Page )

Page 2 is a pretty full window. If you can't see all of it on your screen, there will be a scroll bar at the right which you can use to scroll up and down. You can also maximize the window so that it fills your screen until you're through with it.

Cost Heading/Totals															
Function Help															
PRODUCTION COMPANY NAME															
COLUMN NO :	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15
COLUMN AMT:	A	B	E	×	×	K	J	×	#						
AMT FORMAT:	5	4	3	2	1	5	4	3	2						
COLUMN 01		COLUMN 02		COLUMN 03		COLUMN 04		COLUMN 05							
UPPER HEADING:		ACTUAL		ACTUAL		PO COMMITS		TOTAL COST		ESTIMATE					
LOWER HEADING:		THIS PERIOD		TO DATE		TO DATE		PLUS COMMITS		TO COMPLETE					
TOTAL FORMULA:								B+E		K-B-E					
COLUMN 06		COLUMN 07		COLUMN 08		COLUMN 09		COLUMN 10							
UPPER HEADING:		CURRENT		CURRENT		TOTAL		PRODUCTION							
LOWER HEADING:		EFC AMOUNT		BUDGET AMT		VARIANCE		AVERAGE							
TOTAL FORMULA:						J-K		B+E							
COLUMN 11		COLUMN 12		COLUMN 13		COLUMN 14		COLUMN 15							
UPPER HEADING:															
LOWER HEADING:															
TOTAL FORMULA:															
COLUMN AMOUNT: (A) Actual This Period      (G) Approved Overages      (M) Prior Change EFC (B) Actual To Date      (H) Adjustments      (N) Prior Period Budget (C) Actual Thru Prior Period      (I) Studio Changes      (O) Prior Period EFC (D) PO's This Period      (J) Current Budget Amount      (X) Total Column (E) PO's To Date      (K) Current EFC Amount      (#) Consolidated Average (F) Studio PO Commitments      (L) Prior Change Budget AMOUNT FORMAT: (1) 123456.00 / 123456.00-      (3) 123456.00 / <123456.00>      (5) 123456.00 / [123456.00] (2) 123456.00 / (123456.00)      (4) 123456.00 / {123456.00}															
( PgUp for First Page )															

## Page One: Flex-Cost Maintenance

**Report Number** is a unique 14-digit code of numbers and/or letters that identify this layout and Cost Table.

**Report Title** is a 30-digit description that prints at the top of each page of the report, so make it as descriptive as you can.

**Report Layout** describes the paper size and orientation of your report. The choice here effects the number of columns your report can show. There are three choices:

- **Portrait (PT):** 8½x 11 paper straight up; allows up to eight columns.
- **Landscape (LN):** 8½x 11 paper sideways; allows up to 13 columns.
- **Legal (LG):** 8½x 13 paper sideways (landscape mode); allows up to 15 columns.

**Column** numbers 1-15 provide spaces for the single-digit codes that determine what will be shown in each column. The Amount Type codes are shown at the bottom of the page.



COLUMN:	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15
	A	B	E	*	*	K	J	*	#						
	Portrait Report												Legal Report		
	Landscape Report														

AMOUNT TYPES:

(A) Actual This Period	(B) Approved Overages	(M) Prior Change EFC
(B) Actual To Date	(H) Adjustments	(N) Prior Period Budget
(C) Actual Thru Prior Period	(I) Studio Charges	(O) Prior Period EFC
(D) PO's This Period	(J) Current Budget Amount	(*) Total Column
(E) PO's To Date	(K) Current EFC Amount	(#) Consolidated Average
(F) Studio PO Commitments	(L) Prior Change Budget	

To print one of the amounts listed (A through O) in a column, enter the letter code for that amount in the column field. For example, to print PO's added this period in column 03, put a **D** in the box under Column 03.

To print a **total of other columns** in any column, put an **asterisk (\*)** in that column. The formula for your total will be entered on Page 2—for now just enter the asterisk.

The pound sign (#) for **consolidated average** is for episodic productions. To print consolidated average (for multiple Production Numbers) in a particular column, put the # in that column. The formula for the average will be entered on Page 2. (On a report covering only one Production Number, a consolidated average column will function exactly as a total column.)

## Page Two: Cost Heading/Totals

At the top of Page 2 is a repeat of the Column Numbers and Column Amount Codes that you filled in on Page 1. Beneath the Column Amount Codes for each column are fields for **Amount Format** codes. (You cannot change Column Amount Codes on page 2.)

COLUMN NO :	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15
COLUMN AMT:	A	B	E	*	*	K	J	*	#						
AMT FORMAT:	5	4	3	2	1	5	4	3	2						

The five choices for Amount Format are shown at the bottom of Page 2. The default format for new columns is Format 1. The only difference between formats is the way in which credit amounts are shown: a minus sign or various brackets.

AMOUNT FORMAT:

(1) 123456.00 / 123456.00-	(3) 123456.00 / <123456.00>	(5) 123456.00 / [123456.00]
(2) 123456.00 / (123456.00)	(4) 123456.00 / {123456.00}	

Enter the number of your choice of format in the box for each active column on your report in the **Amt Format** line at the top of Page 2. A code must be entered for each active column.

In the center of Page 2 are three banks of **Upper Heading**, **Lower Heading**, and **Total Formula** fields for Columns 1-15. Here is a sample section for the first five columns.

	COLUMN 01	COLUMN 02	COLUMN 03	COLUMN 04	COLUMN 05
UPPER HEADING:	ACTUAL	ACTUAL	PO COMMITTS	TOTAL COST	ESTIMATE
LOWER HEADING:	THIS PERIOD	TO DATE	TO DATE	PLUS COMMITTS	TO COMPLETE
TOTAL FORMULA:				B+E	K-B-E

You can change the wording of any headings as you wish. If you've added a new total column, the default heading will be "Total Column." Change that heading to describe the total you create for that column.

In the **Total Formula** fields for any columns marked with an asterisk, you must enter a formula using plus or minus signs and the Column Amount Codes from other columns in your report. In the sample above, the formula for **Column 04** is **B+E**, that is, Actual To Date plus PO's To Date, and the Column Headings have been changed to Total Cost Plus Commits.

A **Total Formula** must begin in the first position of the field and there should be **no spaces** between signs and elements. The formula can consist of as many Column Amount Codes as you want, whether they're shown on the report or not, with a plus or minus sign between each code.

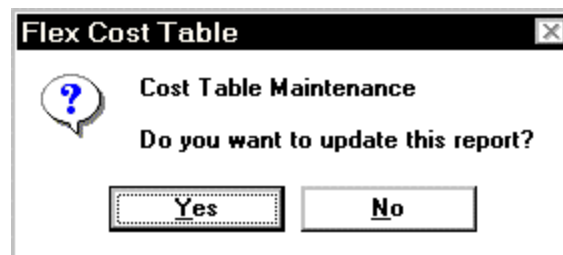
At the bottom of Page 2, the Column Amount Codes and Descriptions are repeated for reference.

To leave Page 2 without recording any changes, use **Function Exit**.

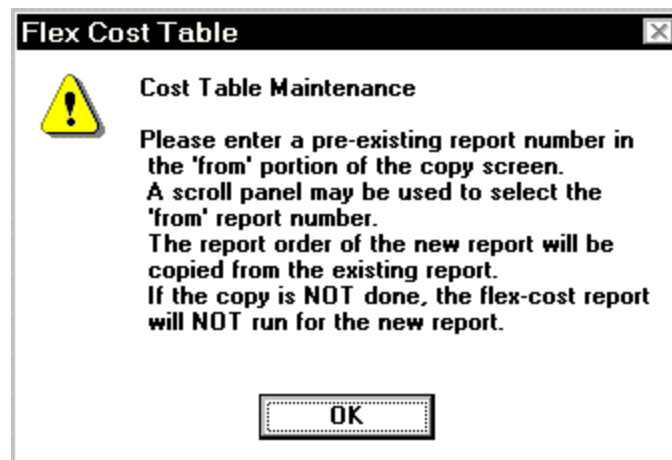
To record changes, close Page 2 and return to Page 1, press **Page Up** or **Enter**.

## Copying a Cost Table for New Report

If you have entered a brand new report (as opposed to copying an existing report and changing the copy), to add your new report to the list of available Flex Cost Reports, press **Enter** from Page 1.



Answer Yes to "Do you want to update this report?" and the following message will be displayed:



Press **Enter** to clear this message and get to the Cost Report Copy window.

As the message explains, you must now pick a Cost Table to copy for your new report. The Report Number for the copy will be the same as your new Flex Cost Table.

Press **F12** to select a Cost Table from the existing list, choose the one you want, and press **Enter** to begin the copy process. The copying takes only a few seconds. When it is finished, your new Flex Cost Report is ready to run!

---

## Payroll Interface Table

**Purpose:** Maintain control codes and accounts for posting payroll diskettes and paying payroll invoices.

**Required:** Invoice Prefix and Suffix, Company, Currency, and Bank Code.

**Delete:** Yes.

Payroll Interface information gives VISTA the codes and accounts necessary to process payroll information as it is received from Entertainment Partners prior to entering that information into Accounts Payable.

Depending upon the payroll program a particular production is using – either the VISTA Payroll History Reporting System or the Payroll Interface programs – the mechanics and functions of the Payroll Interface Table will differ slightly. Review [“VISTA Payroll History Reporting System” beginning on page 15-1](#) for a thorough discussion of the distinctions between the programs.

Use **Function: Add** to add a new Payroll Interface Table; use **Function Modify** to make changes to an existing one.

## Invoice Prefix

**VISTA Payroll History Reporting System** requires only one Payroll Interface Table. VPHRS invoices will have one of three **Invoice Prefixes**: **C** (from the California office); **N** (from the New York office); or **F** (from the Florida office). As invoices with differing prefixes are downloaded, VISTA Payroll History Reporting System will offer the User the opportunity of duplicating the existing Payroll Interface Table with the new Prefix.

## Suffix

The Invoice **Suffix** field can not be empty. Input any alpha/numeric character.

Input the **Invoice Prefix** and **Suffix** for the table, then tab to enter the **Company**, **Currency** and **Bank Code** from which the payroll invoices will be paid.

## Vendor; Payroll Source Code; AP Source Code

*The Vendor and Source Codes selected must already be established.*

Select the **Payroll Vendor**, i.e. Entertainment Partners. Specify the **Payroll Source Code** to be inserted into Payroll transactions. Specify the **A/P Source Code** to be inserted in A/P transactions.

## Vista Payroll History Reporting System

The following three questions need to be answered by Users of VISTA Payroll History Reporting program:

## ***Do you want to update Fringe/Journal tables with EP's?***

*Users with the Payroll Interface program will not be presented with this option.*

A **Yes** in this field will enable VISTA to override the Fringe and Journal Tables stored locally with the Tables stored by Entertainment Partners Payroll department. If a User has made changes to a production's Tables without notifying EP Marketing department, those changes will be reversed by VISTA unless the User chooses No.

---

**Note:** Any changes to a production's Fringe or Journal Tables should be reported to Entertainment Partners Marketing department so that those changes may be applied to that production's payroll invoices.

---

## ***Do you want to fringe to Set?***

A **Yes** in this field will enable VISTA to use the full account configuration, including the Set field in the coding of the received payroll. Status of this field should generally be verified through a production's studio or corporate accounting office.

## ***Do you want to fringe to Memo?***

A yes in this field will enable VISTA to include the memo fields ( Insurance, free fields) in the calculation of fringes.

**NOTE:** These are independent options. A Yes response on one will have no affect on the other.

---

# **Insurance/Free Field**

**Purpose:** Maintain custom, user-defined codes and definitions for insurance and free fields.

**Required:** All fields for each subject field defined.

**Defaults:** None.

**Delete:** No.

VISTA's Insurance and Free Fields are strictly for you, the user. They enable you to set up codes that can be entered into transactions to identify those transactions over and above anything the account code can do. They can reach across Company, Currency, Vendor and Account lines to bring together costs that are of a particular interest to the production, for whatever reason.

Codes can be alpha or numeric or both. Once the codes are set up and the transactions are coded, you can create reports through **G/L Inquiry** based on these codes.

VISTA does not use these fields, so you could finish an entire production without creating or using an insurance code or free field code. Even the **Recoverable Assets** program, which makes use of at least one of these fields, need *not* be used.

On the other hand, you can make extensive use of these codes to identify certain costs, but the tradeoff is this: By using too many codes, it can make input too complicated. Remember, the codes and their uses are up to you, but the results are only as accurate as your consistent use of the codes at input time.

One of the choices you have when setting up VISTA is whether to have one or two **Free Fields** and how many digits they will be (see “[Creating Your System](#)” on page 3-1). For this section—but not throughout the documentation—we will assume you’ve chosen two.

The **Insurance Field** is so named because it can be used to identify and track costs for a particular insurance claim (in the *rare* circumstance that you have one). But even though Insurance is its title, you can consider it as just another free field and use it however you want.

## Creating or Changing Insurance or Free Fields

Use **Function Add** to create a new field; use **Function Modify** to change a field. Once a code has been added, the code cannot be changed, but the Memo Description and Valid For fields can.

Here is a sample Insurance Free Field Table window showing two Free Fields, open to Modify the first Free Field (Reference 3).

Insurance Free Field

Function

Help

PRODUCTION COMPANY NAME

ADD

Reference

2

3

IN

F

Memo Selection Range

From

To

Page 01 of 10

	Memo Description	Valid For
		P B
		<input type="checkbox"/> <input type="checkbox"/>
		<input type="checkbox"/> <input type="checkbox"/>
		<input type="checkbox"/> <input type="checkbox"/>
		<input type="checkbox"/> <input type="checkbox"/>
		<input type="checkbox"/> <input type="checkbox"/>
		<input type="checkbox"/> <input type="checkbox"/>
		<input type="checkbox"/> <input type="checkbox"/>
		<input type="checkbox"/> <input type="checkbox"/>
		<input type="checkbox"/> <input type="checkbox"/>
		<input type="checkbox"/> <input type="checkbox"/>

You can add or change one type of field at a time. The fields available in your system are displayed in **buttons** at the top of the window with **Reference Numbers** above the buttons (in this case, **IN** for Insurance, **F** for Free field, and **F2** for Free Field 2). Choose the **Reference Number** you want to add or change first by either filling in the field with the code for IN, F, or F2 (2, 3, or 4, respectively), or by clicking on the appropriate button.

When you have chosen the field to be added or changed, press **Enter**.

If you are **adding** codes, the cursor will **skip** the Memo Selection Range box.

If you are **changing** codes, the cursor will move to the **Memo Selection Range** box. To see one code, enter the code in the **From** field and press **Enter**. To see multiple codes, enter a low code in the **From** field, a high code in the **To** field, and press **Enter**. Leaving the fields blank will display all codes that have been entered.

Notice the **Page nn of 10** notice above the codes display. You can have as many as **ten pages** of each of the Insurance or Free Field Codes, or up to **100** of each Code. To move from page to page, use the **Page Down** and **Page Up** keys.

Enter or change the **Memo Description** (30 characters), which is used only on the Recoverable Assets Report.

The **Valid For** fields are **P** for **Production Cost** and **B** for **Balance Sheet**. To **prohibit** use of this code in either of these categories of accounts, put **N** for **No** in the field. To **allow** use of this code, put **Y** for **Yes** in the appropriate field(s).

Press **Enter** to record your additions or changes.

---

## Data Transfer Table

**Purpose:** Maintain account conversion table for transferring data to and from a corporate VISTA System.

**Required:** License Number, Account Configuration, and Direction

**Defaults:** Group = 01

**Delete:** Yes.

If you are required to do data transfers to and from a corporate VISTA System, this table will be set up for you. Please contact EP Customer Support if you have any questions.

---

## System Customization

**Purpose:** Determine which post-close ledger periods will be available for inputting.

**Required:** PCL Status Flag

**Defaults:** PCL Status Flag = N (no PCL's available)

**Delete:** N/A

The post-close ledger period function is available for corporate systems, and is not used in a production environment. Please contact EP Customer Support if you have any questions.

---

## Flex Ledger Inquiry Table

**Purpose:** Maintain custom Ledger Inquiry Report specifications.

**Required:** Report ID, Report Description, Report Layout, at least one field selected (Sequence Number).

**Defaults:** Segment breaks for first and second account ranges.

**Delete:** Yes.

The Flex Ledger Inquiry is one of the most potent tools at your disposal for analyzing costs. Every VISTA system comes with a Default Ledger Inquiry layout, and that may be enough for you. But, if it's not, the Flex Ledger Inquiry Table allows you to design and keep your own layouts.

You can **copy** a Table, rename it, and tweak the new one to your satisfaction. You can **break** your account number any way you want to see Detail costs across

Company or Production lines. You can specify the **fields** you want to see and the line layout of those fields. You can set **criteria** for data selection in as many fields as you want, to pull out exactly and only the transactions you want to see. And, if that's not enough, when it comes time to run your report (see "[Ledger Inquiry](#)" on page 21-1), you can **export** the selected transactions so you can analyze or use them further in your own spreadsheet, database, or word processor.

## Creating or Changing a Ledger Inquiry Table

There are **two ways** to create a new Table: **Copy** an existing one and rename it (then change the new one) or start **from scratch**. Either way, start with **Function Add**.

To **copy** a Table to a new one, in **Add Mode** select the Table you want to copy. Change the **Report ID** (and any other fields you want to change) and press **Enter** to record the new Table.

To create a new Table **from scratch**, in **Add Mode** enter fields as described in the following sections, then press **Enter** to record the new Table.

To **change** a Table, use **Function Modify**, select the Table to be changed, update the fields as described in the following sections, then press **Enter** to record the changes.

Flex Ledger Inquiry Table - ADD

Function

PRODUCTION COMPANY NAME

Report ID

SOURCE DATE

Report Description

TEST

Default Report

Report Layout

LN

Portrait (PT)

Landscape (LN)

CO G/L PROD DETL ST IN F

0 1 2 3 4 5 6

Please indicate (using the field numbers noted above) where the account segments should break.

1st Account Range

012

2nd Account Range

3456

3rd Account Range

4th Account Range

5th Account Range

6th Account Range

	Sequence	Length of Field	LCR Just	Spaces Before	Headings Line1\Line2	Special Conditions EQ NE GT GE LT LE AND OR
Account Number	01	24	L	000	\CO G/L PROD DETL ST	
Vendor Number		12	L	002	VENDOR\NUMBER	
Vendor Name	04	15	L	002	\VENDOR NAME	
Inv/Env Number	05	20	L	002	INVOICE\NUMBER	
P/O Number		06	L	002	P/O\NUMBER	
Reference		17	L	002	REFERENCE\REFERENCE	
Year Period	07	10	C	002	YEAR\PERIOD	
Source Code	06	04	C	002	SRC\CODE	
Detail Description	02	25	L	002	\DESCRIPTION	
Detail Amount	09	14	R	002	\AMOUNT	
Transaction Number	08	08	C	002	TRANS.\NUMBER	
Reference Trans. No.		08	C	002	REF.\TRANS.	
Bank Code		02	C	002	BANK\CODE	
Batch Number		08	L	002	BATCH\NUMBER	
Tax Code		02	C	002	TAX\CODE	
Source Company		04	C	002	SRC\CO	
Transfer Code		04	C	002	TRANSFER\CODE	
Source Code Desc.		30	L	002	SOURCE CODE\DESCRIPT	
Tax Code Desc.		15	L	002	TAX CODE\DESCRIPTION	
Bank Name		30	L	002	\BANK NAME	
Line Item Number		04	L	002	LINE\ITEM	
Source Date	03	08	C	002	SOURCE\DATE	GE 19940101



## Identifying the Table

Described here are the fields in the top section of the Ledger Inquiry Table Maintenance window.

Report ID	DEFAULT	Report Description	DEFAULT REPORT	Default Report
Report Layout	LN	Portrait (PT)	Landscape (LN)	

**Report ID** must be a unique mix of up to 14 alpha and/or numeric characters. This identifies this layout and appears on the report.

**Report Description** describes the report and can be up to 30 characters long. Description also appears on your report as a heading line.

Use the **Default Report** button select and display the system Default report layout.

A Ledger Inquiry Report is printed on 8½ x 11" paper by default, but you can choose a **Report Layout** orientation of either **Portrait** (straight up) or **Landscape** (sideways).

To choose **Portrait**, enter **PT** in the **Report Layout** field or click the **Portrait** button. To choose **Landscape**, enter **LN** or click the **Landscape** button.

**Portrait** orientation allows up to **112 characters** or spaces across a report line; **Landscape** allows up to **153 characters**.

Landscape reports will use more paper because the pages are shorter.

## Placing Account Segment Breaks

In this section of the Ledger Inquiry Table Maintenance window, you specify how to break up your account number to provide the selection you want. By breaking your account number into pieces, in the Ledger Inquiry Report window you can then specify one range for one part of your structure and an independent range for another.

Please indicate (using the field numbers noted above) where the account segments should break.	LO G/L PROD DETL ST IN F	
	0 1 2 3 4 5 6	
	1st Account Range	012
	2nd Account Range	3456
	3rd Account Range	
	4th Account Range	
	5th Account Range	
6th Account Range		

For example, the structure shown above will produce the following field choices in G/L Ledger Inquiry:

	LO G/L PROD	DETL ST IN F
G/L From		
G/L To		

This allows you to see in one inquiry report all the entries for one detail account across a range of Location-G/L-Production codes (in a single currency).

## Selecting and Placing Fields in a Report Line

The large section at the bottom of the Ledger Inquiry Table Maintenance window lists every available General Ledger field in your system. It allows you to choose which fields will be included in your Inquiry, where they will be placed on the report line, and how much of the field will be shown.

It also allows you to specify **conditions** for each field that will **limit** the transactions included in the report. (The specifications in the window shown on the next page are those for the Default Ledger Inquiry layout.)

	Sequence	Length of Field	LCR Just	Spaces Before	Headings Line1\Line2	Special Conditions EQ NE GT GE LT LE AND OR
Account Number		24	L	002	\LO G/L PROD DETL ST	
Vendor Number		12	L	002	VENDOR\NUMBER	
Vendor Name		36	L	002	\VENDOR NAME	
Inv/Env Number		20	L	002	INVOICE\NUMBER	
P/O Number		06	L	002	P/O\NUMBER	
Reference		17	L	002	REFERENCE\REFERENCE	
Year Period		10	C	002	YEAR\PERIOD	
Source Code		04	C	002	SRC\CODE	
Detail Description		40	L	002	\DESCRIPTION	
Detail Amount		14	R	002	\AMOUNT	
Transaction Number		08	C	002	TRANS.\NUMBER	
Reference Trans. No.		08	C	002	REF.\TRANS.	
Bank Code		02	C	002	BANK\CODE	
Batch Number		08	L	002	BATCH\NUMBER	
Tax Code		02	C	002	TAX\CODE	
Source Company		04	C	002	SRC\CO	
Transfer Code		04	C	002	TRANSFER\CODE	
Source Code Desc.		30	L	002	SOURCE CODE\DESCRIPT	
Tax Code Desc.		15	L	002	TAX CODE\DESCRIPTION	
Bank Name		30	L	002	\BANK NAME	
Line Item Number		04	L	002	LINE\ITEM	
Source Date		08	C	002	SOURCE\DATE	

The left column of this section lists the fields you can choose from. For each field you want on your report line, specify the following in the successive columns.

**Sequence:** The position from left to right of each field on a line. For example, assigning Sequence Number 1 to a field will place that field in the left-most position on the line. Successive Sequence Numbers will place fields in that relative sequence from left to right across the page.

**Length of Field:** Specify the number of positions in the field to be shown on the report.

**LCR Justify:** Enter L(ef), C(enter), or R(ight) to specify how the field should be aligned in its allotted space.

**Spaces Before:** Specify the number of spaces to be left blank in front of the field (between the field and the field to its left). Two is the default; leaving only one space may allow more information on a line, but creates a dense report that may be difficult to read or interpret. You can specify any number you choose.

**Headings Line 1\Line2:** Here you fill in the column headings for the fields you've chosen to show. There are two lines available for headings, and you can use both by separating with a **backslash** (\) what goes on the first line from what goes on the second. To place your entire description on the second line, begin the description with the backslash as in \Vendor Name, the default heading for the Vendor Name field.

## Using the Special Conditions Column

**Special Conditions EQ NE GT GE LT LE AND OR:** In this column, you can specify conditions (up to 80 characters) that will **limit the transactions selected** for your report. You may leave this column blank.

The initials after the words Special Conditions stand for:

EQ	Equal to
NE	Not equal to
GT	Greater than
GE	Greater than or equal to
LT	Less than
LE	Less than or equal to
AND	Compounds conditions that must be met (all conditions must be met for a transaction to be selected)
OR	Adds conditions for which a transaction will be selected

For example, if you want to print transactions of \$1,000 or more, enter GE 1000 in the Special Conditions Column for Detail Amounts. GE 1000 and LE 5000 would give you all amounts between \$1,000 and \$5,000 inclusive.

For descriptions, entering EQ ADVANCE on the DETAIL DESCRIPTION line will give you all transactions that have ADVANCE as the first word in the description field. EQ\*ADVANCE\* will search the entire description, and print any transaction where the word ADVANCE appears anywhere in the description field. To select a description of multiple words, place quotation marks around the entry, i.e., EQ "CHECK REGISTER POST."

## Handle Special Conditions With Care

The ability to select certain transactions can be a powerful analysis tool, but it can be misleading as well. Remember, the computer is frustratingly literal—it does exactly what you tell it to do, whether it's what you really want or not. When you specify a certain condition, you will see the transactions that meet that condition, but you won't see those that "come close" to meeting the condition and might be in your listing if your spec had been a little different or more accurate. **Never rely only on a report using Special Conditions.** What's not selected could be just as important as what's selected. Always support it and check it against a report with no Special Conditions.

---

## Personality Table Listing

**Purpose:** List current settings for most Setup options.

**Required:** N/A

**Defaults:** See default choices below; all set to No.

**Delete:** N/A

**Personality Table Listings**

Function Help

VISTA TRAINING VERSION

Personality Table Listings

All Personality Tables	<input checked="" type="checkbox"/>	Yes	No
Account Configuration	<input checked="" type="checkbox"/>	Yes	No
Bank Account	<input checked="" type="checkbox"/>	Yes	No
Billover Accounts	<input checked="" type="checkbox"/>	Yes	No
Company	<input checked="" type="checkbox"/>	Yes	No
Cost Account Types	<input checked="" type="checkbox"/>	Yes	No
Currency	<input checked="" type="checkbox"/>	Yes	No
Ledger Bible Table	<input checked="" type="checkbox"/>	Yes	No
Group Record	<input checked="" type="checkbox"/>	Yes	No
Memo Item Listing	<input checked="" type="checkbox"/>	Yes	No
Payroll Interface	<input checked="" type="checkbox"/>	Yes	No
Petty Cash	<input checked="" type="checkbox"/>	Yes	No
Positional T.B. Table	<input checked="" type="checkbox"/>	Yes	No
Source Codes	<input checked="" type="checkbox"/>	Yes	No
State Codes	<input checked="" type="checkbox"/>	Yes	No
Tax ID (1099) Setup	<input checked="" type="checkbox"/>	Yes	No
Tax Table	<input checked="" type="checkbox"/>	Yes	No
Transfer Info Entry	<input checked="" type="checkbox"/>	Yes	No
Vendor Template Table	<input checked="" type="checkbox"/>	Yes	No
User Default Listing	<input checked="" type="checkbox"/>	Yes	No

Enter

The Personality Table Listing prints any or all of the Setup information shown above. To print all of the tables, click on Yes or enter Y for the first choice and press **Enter**. To print only selected tables, click Yes or enter Y beside the tables you want to print, then press **Enter**.

## Cost Table Listing

**Purpose:** List a Cost Table for selected Cost Report

**Required:** Report ID

**Defaults:** None

**Delete:** N/A

To list the Cost Table for a particular Cost Report, Open Cost Table Listing on the Setup menu and press F12 or right-click in the Report ID field to select the ID. Once the ID you want is in the Report ID field, press or click on **Enter** to print the report.

Cost Table Listing

Function Help

PRODUCTION COMPANY NAME

Report ID

Enter

---

# Weekly Account Analysis Table

**Purpose:** Define accounts to be included in the Control Tables section of the Weekly Ledger Balance report.

**Required:** Currency

**Defaults:** None

**Delete:** N/A

Choose **Setup, Weekly Account Analysis Table** from VISTA's Main Menu to see the following screen:

Weekly Account Analysis Table

Function Help

PRODUCTION COMPANY NAME Add

Currency

CO	G/L	PROD	DETL	ST
001				
002				
003				
004				
005				
006				
007				
008				
009				
010				

Enter the **Currency** (or **F12** or right-click to see a scroll panel of valid choices).  
Enter up to ten account numbers that require special attention on a weekly basis to be included on the report.

---

## Corporate Security

**Purpose:** Set up field-governed security for a Corporate VISTA System

**Defaults:** None

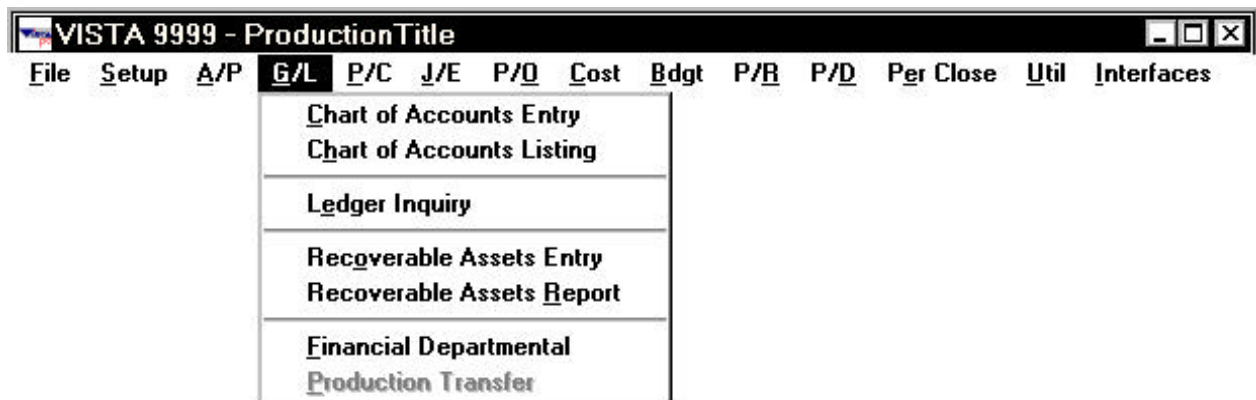
If you require field-level security, please contact Customer Support for assistance.

# Chapter 10: Chart of Accounts - G/L Menu

---

## Overview

The VISTA Chart of Accounts is designed specifically for production accountants. For an overview of the structure of any VISTA chart, [see “VISTA Chart of Accounts” on page 4-14](#). Additionally, before adding any segment, read the section on adding that segment and follow the instructions carefully.



## Enhance the Chart

The Chart of Accounts is one of the foundations of VISTA. Time spent customizing it and making it conform to the production accountants' needs will be time well spent throughout the run of the production. Here are a couple of suggestions to dress it up and make it more useful.

### *Indenting*

By making sure that the Break Levels are properly aligned, VISTA will indent the accounts on reports automatically. For a detailed discussion of Break Levels, [see “Break Levels” on page 4-15](#).

## Spell It Out

In every Chart there are catch-all accounts for every department such as “Box Rental” or “Other Costs.” Using these simple descriptions are clear enough when the accounts appear in context with their department headers, but they can be confusing or unclear when they appear alone, as in an input distribution listing. Clear up the Chart by making all the descriptions stand alone. Instead of just “Other Costs,” include the department name: “Producers Other Costs,” “Construction Other Costs,” etc.

## Chart of Accounts Entry

**Purpose:** Input and update Production Numbers, G/L and Cost Accounts, and Sets to the Chart of Accounts.

**Required:** Complete account numbers, types, break levels, and posting status

**Delete:** Accounts can be either deleted; or deactivated.

Choose **G/L, Chart of Accounts Entry** from VISTA’s Main Menu.

PROD. COST Accts	Account Description	Valid For Posting	Acct Type	Brk Lvl
< > 001		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
< > 002		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
< > 003		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
< > 004		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
< > 005		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
< > 006		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
< > 007		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
< > 008		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
< > 009		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
< > 010		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
< > 011		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
< > 012		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
< > 013		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
< > 014		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
< > 015		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Adding Accounts

Choose **Add** from the **Function Menu**, then from the **Segment Menu** select the Segment to be added.

The Segment choices available when adding an account are:

**Cost Accounts** - Add a cost account *only*.

**Balance Sheet Accounts** - Add accounts *other* than Production, Cost or Set accounts; for example, assets, liabilities, etc.

**Productions** - Add a new Production Number *only*.

**Sets** - Add a new Set *only*.



To add an account, input all—but *only*—the fields pertinent to the **Break Level** to be added. If adding a new Level 1 (LO), enter the LO field, then tab over to the Description field, leaving the remaining account number fields blank.

Enter the new account's name in the **Description** field. To add other **Levels**, enter the fields that apply, beginning from the left, tab over any fields to be left blank, then enter the description.

---

**Caution:** Be very careful when entering a new account for an existing production combination. An "invalid" production combination will *not* be recognized by VISTA as invalid—it will be considered a *new* production, and will create a new production with the description given to the account.

---

For information about adding the rest of the G/L account fields, peruse the "*Adding a Cost Account*" section of this document.

## ***Adding a Cost Account***

Choose **Function Add, Segments Cost**.

Input the proper **Cost** account number in the marked field. Input the name of the account to be added in the description field. The remaining fields, **Valid for Posting?**, **Account Type**, and **Break Level**, may be completed as described in the "*Completing the New Account*" section on page 10-4 of this document.

## ***Adding Balance Sheet Accounts***

Choose **Function Add, Segments Bal Sheet Account**.

Input the proper **Balance Sheet Account** numbers in the designated field. Input the name of the account to be added in the description field. The remaining fields, **Valid for Posting?** and **Account Type** may be completed as described in the "*Completing the New Account*" section on page 10-4 of this document.

## ***Adding a Production Number***

To add a new **Production Number** (which will automatically accept any of the Cost accounts), choose **Add** from the **Function menu**, then **Production** from the **Segments menu**.

Input the new numbers. Input the production name in the **Description** field. Add as many as 150 new productions at a time (up to ten pages of fifteen each). If adding more than fifteen, use the **Page Down** and **Page Up** keys to move from page to page. The **Valid for Posting?** field must be completed as described in the "*Valid For Posting*" section on page 10-4 of this document.

## ***Adding a Set Code***

---

A blank **Set** code must be established for each Location or Company in order to run **Cost Reports** for that Location or Company.

---

Choose **Function Add** and **Segments Set**.

Depending on the production's setup, Company (LO) and Set will be displayed. Enter a valid **Company Code**, then enter the new **Set code**.

Enter the name of the set in Account Description. Add as many as 150 new sets at a time (up to ten pages of fifteen each). If adding more than fifteen, use the **Page Down** and **Page Up** keys to move from page to page. The remaining **Valid for**

**Posting?** field must be completed as described in the “Valid For Posting” section on page 10-4 of this document.

**Adding a Production Cost Account**

Choose the **Add** function and select a segment. Enter the new account number, then tab to **Account Description** and enter the new account’s name.

For information about the rest of the fields in adding a Production Cost account, see the next section: “Completing the New Account”.

**Completing the New Account**

To complete a new Production Cost account entry, input the following fields, then don’t forget to press **enter**.

			Account Description	Valid For Posting	Acct Type	Brk Lvl
< >	001	DETL	STORY, RIGHTS & CONTINUIT	N	EA	04
< >	002	1100	WRITERS	Y	EA	05
< >	003	1101	RESEARCH	Y	EA	05
		1102				

**Brk Lvl**

Use the bi-directional arrows at the far-left edge of the window to toggle the account line into the proper break level position. Notice that the account’s **Brk Lvl** as noted by VISTA in the column at the far right of the window automatically adjusts accordingly. For a detailed discussion of Break Levels, [see “Break Levels” on page 4-15](#).

**Acct Type**

Enter the one- or two-digit **Account Type** code for the new account, placing it in the range of other accounts of the same type. For a detailed discussion of Account Types, [see “Account Types” on page 4-16](#).

**Valid For Posting**

A User may wish to deactivate an account for posting without deleting the account altogether. Setting this designation indicates to VISTA whether or not a User may allocate costs to this account. A **Y** or **N** must be entered.

Setting the **Valid For Posting** flag to **N** prevents posting to that account while retaining the account within the **Chart of Accounts**.

Setting the **Valid for Posting** setting to **I** inactivates the account. An Inactive account will not appear on reports.

An Account may be inactivated for posting *regardless* of past activity within the Account. An inactivated account will not appear on a **Chart of Accounts Listing**, but the Account *will* appear on various other VISTA reports showing account activity *if* the Account has had such activity *prior* to being inactivated.

**Completing the Accounts Entry**

Enter as many as 150 new accounts at a time (up to ten pages of fifteen each). If adding more than fifteen, use the **Page Down** and **Page Up** keys to move from page to page.

When finished entering, **press enter** to record the new account(s).

## Updating the Chart of Accounts

To update any of the account Segments, choose **Modify** from the **Function** menu, then select the desired **Segments: Cost Accounts, Balance Sheet Accounts, Productions, Sets** or **Reporting Descriptions**.

Unless working a Corporate VISTA System, the **Department** selection of the **Segments** menu will be **blue**, and unavailable for modification.

When selecting the **Segments** to be modified, **From** and **To** range boxes will be shown at the top of the Chart of Accounts Entry window.

### Displaying All Entries in a Segment

The default Function is **Inquire**. To see all the entries in the selected **Segment**, simply **press enter**. The entire range of entries (beginning with the first fifteen entries) will be displayed in the pages at the bottom of the window. If there are more than fifteen entries, use the **Page Down** and **Page Up** keys to move from one page to another.

VISTA will only display up to 150 entries at a time (ten pages of fifteen entries each). When **Paged Down** to the tenth page, a caption at the left bottom of the window will say **Last Page**. This means *the last page of this set of 150 entries*, not necessarily the end of all entries. To move on to the next set of entries (if a range of more than 150 has been selected), press **Enter**. Answer **Yes** to the update verification question *even if* no changes have been made. The next set of up to 150 entries will be displayed.

---

Use upper and lower limits in ranges (all zeroes and all nines, for example). The accounts specified in ranges do not need to be valid accounts.

---

Displaying all entries is not only the easiest selection to make, it's also helpful because it shows the record(s) in context with the records proceeding and following, allowing the User to double-check **Break Levels, Account Types**, and other codes simultaneously.

### Selecting a Segment Range

To display a *specific* record, input that record's code(s) in the **From** field(s) and **press Enter**. For example, to see a particular **Set**, input the **Company (LO)** code (if necessary) and **Set** code in the **From** fields and **press Enter**. To see a particular **Cost** account, tab to the **DETL** field, input the account **DETL** number, then **press Enter**.

To display a select **range of records**, use the **From** and **To** fields to specify the *exact* range to be viewed.

### Modifying Accounts

Choose the **Segments** to be modified: **press Enter** to view all **Segments**, or input a range or set of codes. **Press Enter**. Identify the item to be modified, and tab to the field to be modified. Input the new data. Modify as many records in the selected range as desired.

When all modifications are complete, **press Enter** to update the Chart.

For more information about the various fields on an account display line, review the information in the [“Completing the New Account”](#) section on page 10-4 of this document.

## Deleting Accounts

Accounts may be **deleted** from the Chart of Accounts by the User only if the account to be deleted is not a **Heading Account**, *and* only if there is no activity posted to the account.

With the mouse, change the **Function** to **Delete**. A VISTA dialog box will prompt the User for an account, or range of accounts, to be deleted. Upon inputting the accounts to be deleted, press **Enter**.

VISTA will generate a report that will document the deletion of the accounts, or that will explain the reasons for which the accounts could not be deleted.

A User may prefer to deactivate an account rather than delete it. Refer to “*Valid For Posting*” on page 10-4 for explanation and instruction of this feature.

## What’s the G/L Master?

The G/L Master is a file that VISTA creates based on the accounts you’ve posted to. There are no records on the G/L Master when your system is first set up. As you use accounts, they are added to the G/L Master file by Currency.

Once an account has been added to the G/L Master, the only way to change a description on the G/L Master is to do it directly. Changing the account’s description in your Chart of Accounts will not change it on the G/L Master if you’ve already used the account number with a particular Currency.

Why does this matter?: because some VISTA reports use account descriptions from the G/L Master. You may have changed the description for an account in the Account Segment of your Chart, only to see the old, incorrect description still showing up on some of your VISTA reports. When this happens, it’s because the account was used (posted to) prior to your change, and it was added to the G/L Master with the outdated description.

The solution is to update the G/L Master description as well as the Account Segment description.

## Updating the G/L Master

The screenshot shows the 'Chart of Accounts Entry' window. At the top, there are tabs for 'Function', 'Segments', and 'Help'. Below the tabs, there is a 'SHOW TITLE' button and a 'Modify' button. The main area contains a table with columns for 'Rpt Descriptions' and 'Account Description'. The 'Rpt Descriptions' column has a sub-header 'LO GLPROD DETL SET#' and lists 15 accounts with their respective codes. The 'Account Description' column lists the corresponding descriptions for each account.

Rpt Descriptions	Account Description
001 01 100000 0101	CPT/TSP B OF A ACCOUNT
002 01 164127 1101	WRITERS
003 01 164127 1102	RESEARCH
004 01 164127 1103	RIGHTS PURCHASED
005 01 164127 1104	ROYALTY
006 01 164127 1105	STORY, CONSULT, EDITORS
007 01 164127 1106	XEROX & MIMED
008 01 164127 1107	SECRETARIES & TYPISTS
009 01 164127 1108	WRITER'S REUSE FEES
010 01 164127 1110	SCRIPT PAYMENTS
011 01 164127 1111	ABANDONED STORY PAYMT/SC
012 01 164127 1112	PROGRAM FEES
013 01 164127 1113	REWRITES/POLISH
014 01 164127 1114	FORMAT/BIBLE
015 01 164127 1201	EXECUTIVE PRODUCER

Choose **Function Modify** and **Segments Reporting Descriptions**. Enter or select the **Currency** (it cannot be blank, and you cannot display records for more than one Currency at a time). **Press Enter** to see **all** the accounts for that Currency, or use the **From** and **To** fields to display a **range** of accounts. Enter the specific codes in the **From** field to display a **specific** record.

**Account Description** is the only field you can change in the G/L Master.

If your range includes more than fifteen accounts, use the **Page Down** and **Page Up** keys to move from page to page. If your range includes more than 150 records, when you get to the tenth (last) page, **press Enter** to save any changes you've made (even if you've made no changes) to move on to the next set of records in the range.

When you're through making changes, **press Enter** to update the G/L Master.

## Viewing Chart of Accounts Segments

To view Segments of the Chart of Accounts, choose **Function Inquire**, choose the **Segment** you want to view from the **Segments** menu, then use the same techniques for selecting accounts or ranges as described in ["Updating the Chart of Accounts" on page 10-5](#). You will not be able to make any changes in Inquire mode.

## Function Clear Screen

Use Function Clear Screen to reset the Chart of Accounts Entry window and begin again. This can be done at any point in any of the other functions. Any changes made prior to clearing the screen will be discarded. Remember, to record changes, **press Enter**.

---

# Chart of Accounts Listing

**Purpose:** Produce printouts of all or selected portions of the Chart of Accounts

**Required:** Segment selection and range

**Defaults:** None

Choose G/L; Chart of Accounts Listing from VISTA's Main Menu.

This menu choice, G/L; Chart of Accounts Listing, produces reports showing the structure of the show's Chart, including the descriptions and codes for each account. It does not print any activity or balance information.

Cost Accounts	Sets
Bal Sheet Accounts	Productions
Reporting Descriptions	

To print all of a given **Segment**, click on the **Segment**, then **press Enter**.

To *narrow* the scope within a **Segment**, use the **From** and **To** fields to define the range of accounts you want to print. For more about ranges, see [“Selecting a Segment Range”](#) on page 10-5.

To include *inactive* accounts; that is to say, accounts that have not been designated as **Valid for Posting**, click the check box at the bottom left of the window.

## Create Export file?

VISTA allows the user to ‘export’ information generated by VISTA into other programs, such as Microsoft Word or Excel, by translating VISTA data into an electronic **.vis** file that can be accessed by those other programs. Check the box to create such a file.

# Chapter 11: Vendors - A/P Menu

---

## Overview

The VISTA Vendor file is one of the most important files in the system. Here is stored far more than a Vendor's name and address. The file contains tax information and ID, phone numbers, default account numbers, contact names, discount data, petty cash control accounts, and more.

Take the time when setting up Vendors to enter as much information as possible, it comes in very handy and can save a lot of time as the production progresses. The more information the Vendor file contains, the more useful the file will be down the road.

*A User need not close an A/P window containing an active Vendor to affect a change to that Vendor in another A/P window.*

Vendor information is **dynamic** and can be changed any time. The changes take place **immediately**. If, for example, a Vendor has been marked for No taxes, but a User realizes in the middle of entering an invoice that the Vendor should be 1099'd, the User can select **A/P Vendor Vendor Entry, Function Modify**, specify the Vendor, change the tax information, press **Enter** to record the changes, close the Vendor Entry window, and go back to entering the invoice.

## Vendors by Currency

VISTA maintains Vendor files by Currency. If a production uses more than one Currency, that production will need more than one Vendor file. To pay a Vendor in more than one Currency, add that Vendor **separately** for each **Currency** that applies. When looking up a Vendor for data entry, the Vendors available will be only those entered for the active **Currency**.

## Vendor Numbers: History!

Although Vendor Numbers are still present and presented in VISTA - on-screen and in reports - there is no reason to keep track of them. At every point at which a Vendor is called for in VISTA, part or all of the Vendor's Name can be used to look it up. VISTA assigns 12-digit Vendor Numbers in sequence beginning with 1. Vendor Numbers can also be specifically assigned by a User when adding a Vendor.

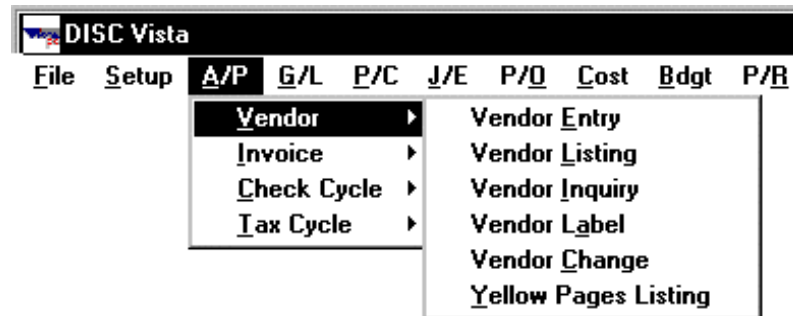
This has two important advantages for operators. It eliminates the need to list Vendors several times a day and code input with arbitrary numbers, saving significant time and reams of paper. It also cuts down on the number of duplicate Vendors, because if the Vendor has already been added by another User, it's on file

the instant that User hits **Enter**. (See “Naming Conventions” on page 11-5 for further suggestions on avoiding duplicate Vendors.)

The Vendor Number field is still included on all VISTA screens, but because it has been relegated to a control number and is no longer key to input, this document will refer back to these paragraphs when appropriate and otherwise not mention the Vendor Number field except to direct to tab past it.

## A/P Vendor Menu

To access the Vendor file, choose **A/P Vendor** from VISTA’s **Main Menu**. Vendor choices are displayed on a sub-menu to the right of the full A/P menu.



**Vendor Entry** is for entering new Vendors and updating existing records.

**Vendor Listing** produces various printouts of Vendors on file.

**Vendor Inquiry** produces Vendor payment history reports by Invoice or Check.

**Vendor Label** prints name and address labels.

**Vendor Change** prints a history report of changes made to a selected single Vendor or all Vendors.

**Yellow Pages Listing** prints a Vendor File according to the entries made in the Yellow Pages fields of Vendor records.

---

**Note:** To produce reports quickly and see them without wasting paper, select VISTA’s **ReportView** as the printer. It’s also a fast way to get familiar with new reports. Using ReportView displays the information, verifies the use of a report’s selection criteria, and previews a report’s format. To print a report from ReportView, select **Print** from the ReportView **File** menu.

---

---

## Vendor Entry

**Purpose:** Enter and update Vendor records by Currency

**Required:** Vendor name and address

**Defaults:** Subject to Tax? No; Status, Active; W9? No

**Delete:** Vendors cannot be deleted, but they can be Inactivated

Choose A/P Vendor Vendor Entry from VISTA’s Main Menu.



The screenshot shows the 'Vendor Entry' window with the following sections:

- Function Help:** Includes 'SHOW TITLE' and an 'ADD' button.
- Currency and Vendor Number:** Fields for 'Currency' (with a dropdown icon) and 'Vendor Number'.
- Vendor Information:** Fields for 'Name', 'Address', 'City', 'Postal Code', 'Country', and 'Attention'.
- Telephone Information:** A table with 'Number' and 'Description' columns.
- Income Tax:** Fields for 'Tax Code', 'Tax ID', 'Work State', and 'Tin Vendor Name'. Includes a 'W9?' checkbox and an 'EXPIRE DATE' field.
- General Ledger Accounts:** A table with columns 'LO', 'GLPROD', 'DETL', 'SET#', 'WORKAU', and 'IN F'.
- Petty Cash Accounts:** A table with columns 'LO', 'GLPROD', 'DETL', 'SET#', 'WORKAU', and 'IN F'. Includes 'Adv' and 'Off' checkboxes.
- Discount:** Fields for 'Percent' and 'Due Days'.
- Yellow Pages:** A table with multiple empty rows.
- Miscellaneous Information:** Fields for 'Comments' and 'Studio Vendor No.'.
- Status:** A section with 'Active/Inactive' and a button labeled 'A'.

## Adding a Vendor

In the Vendor Entry window, choose **Function Add**. Enter or select (press F12) a **Currency**, tab past the **Vendor Number** field, and begin entering information for the Vendor in the **Name** field. For more information about the different sections of the Vendor record, see [“Vendor Record Sections & Fields” on page 11-4](#).

## Changing a Vendor

In the Vendor Entry window, choose **Function Modify**. Enter or select (press F12) the desired **Currency**, tab past the **Vendor Number** field, and enter the first or the first few positions of the Vendor’s **Name**. Press **F12** or right-click on the Vendor Name field to bring up the Vendor Scroll Panel (if the keyed characters produce a match for more than one Vendor) or the Vendor record itself (if the keyed characters match only one Vendor). For more information about the different sections of the Vendor record, see [“Vendor Record Sections & Fields” on page 11-4](#).

---

A Vendor’s **Name** can not be modified if the Vendor has open or unpaid invoices.

---

If the combination of characters in Vendor Name produces no match, a **No Records Found** message will be displayed. To try again, enter fewer characters in the Name field and press **F12** again, which may or may not produce a match. Pressing **F12** or **right-clicking** on an empty Vendor Name field will produce an alphabetical scroll box of **all** the Vendors on file. If the Vendor isn’t already on file, choose **Function Add** and proceed to add the new record.

When modifying a record, Currency and Vendor Number will be displayed in **blue** and cannot be changed. Any other fields in the record can be modified, and a **record**

is kept of each change. This audit trail can be printed out using menu selection Vendor Change (see “Vendor Change” on page 11-15).

## Function Inquire

To display a Vendor but not change any fields, use this Function and look up the Vendor as described in “Changing a Vendor” on page 11-3. To clear the screen for another Vendor, press **Enter** or choose **Function Clear Screen** or another Function. Do not confuse this Inquire Function, which just displays a Vendor, with the Vendor Inquiry choice on the Vendor menu, which prints or displays Vendor activity history. For more on the latter choice, see “Vendor Inquiry” on page 11-11.

---

## Vendor Record Sections & Fields

Here are descriptions of each section and field in the Vendor record, whether adding or modifying.

### Vendor Section

Vendor	
Name	<input type="text" value="YUMMY CATERING"/>
Address	<input type="text" value="123 Main Street"/>
	<input type="text" value="2nd Floor"/>
City	<input type="text" value="Buffalo"/>
State	<input type="text" value="NY"/>
Postal Code	<input type="text" value="12345"/>
Country	<input type="text"/>
Attention	<input type="text" value="Anne Yummy"/>

### Required Fields

*The fields in this section are used on VISTA checks, so be particularly careful when entering, and double check them before posting.*

There are only a few fields that are required (must be entered) for a Vendor record, and they all fall within this section: Name, Address line 1, City, State, and Postal Code (ZIP). If this information is unavailable, enter any character such as a period in the address, city, and postal code fields. If the State is unknown, or if the Vendor is not located within the US State coding system, enter or select **FO** in the State field. (VISTA understands **FO** to stand for **FO**reign.)

(Petty Cash Accounts are required before a Vendor can be used as a Petty Cash Vendor, but they are not required just to set up the Vendor's record.)

### Name

*A Vendor's Name will always be in caps, no matter how the keyboard is set.*

Enter the Vendor's name as completely and accurately as possible. For a **person's** name, enter **last name, forward slash (/), then first name**. This will list the person in alphabetical order by last name, but will re-arrange the name into first name, last name for checks.

The forward slash can also be used for **Vendors whose names begin with The or A**. By putting the **A or The** behind a forward slash (/) at the end of the name instead of at the beginning, the Vendor appears on lists in a meaningful alphabetic

position, but the name will be printed correctly on checks. For example, Vendor Name HAND PROP ROOM/THE will list this Vendor in the H's but make checks to THE HAND PROP ROOM.

## Naming Conventions

A problem that can lead to duplicate Vendor entry and duplicate Vendor file folders is not deciding in advance how to handle the alphabetization of names. There are conventions used by phone books and by dictionaries. There may be other sources of conventions that are better or simpler or more endearing. It is important to pick a set and make sure all VISTA Users understand and use them. Consistent application of those rules is important to the whole production as far as avoiding confusion and mistakes.

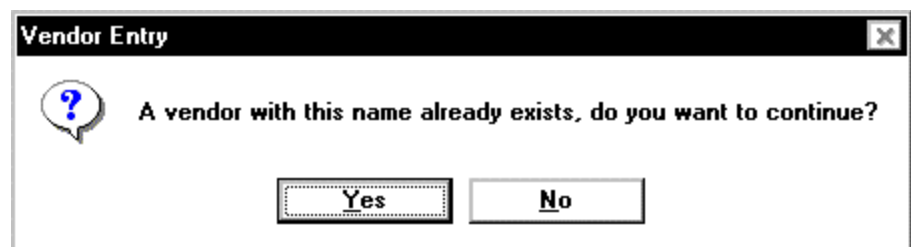
Rules need to cover conditions such as these:

- If the Vendor name contains (or more importantly, begins with) a number, will the Users enter the digits or spell them out? Will it be 3M or Three M (or Minnesota Mining and Manufacturing)?
- Should periods be used or not? Should spaces be left between acronyms or not? Will it be LA Gear, L A Gear, L.A. Gear, or L. A. Gear?

Why does this make a difference? Because each different entry above will place that Vendor in a very different spot on a populated Vendor list. Even more importantly, looking up a Vendor by name in VISTA using one method will not find the Vendor if it was entered using a different method. For example, if the latter Vendor is entered as LA Gear, and a User enter L A in Vendor Name, the Vendor won't be found, and that User will be on the way to adding a duplicate.

## Handling Duplicate Vendors

VISTA tries to prevent duplicate Vendors by comparing the first 20 positions of a new Vendor's Name to Names already on the file. If there's a match, the following message is displayed.



If it is a genuine duplicate, answer **No** and avoid it. But this method isn't foolproof. Because the computer is completely literal, this test would not catch the duplicates L.A. Gear and L A Gear. Because it tests only the first 20 positions of the name, it will raise a false alarm for legitimate Vendors such as BLS Limousine Service of NY and BLS Limousine Service of LA.

No matter what precautions are taken, duplicate Vendors happen. If one of the Vendor entries has **not been used** for posting activity, use that record and modify it into the next Vendor record to be added. This is safe and allowable because all Vendor changes are tracked by the system and there is no activity to the original Vendor (see "[Vendor Change](#)" on page 11-15).

If activity has been posted using both Vendor records, the only choice is to Inactivate one of the records to prevent it being available or used again (see "[Status Section](#)" on page 11-10).

## Address

Add or change up to two lines of street Address, City, State, and Postal Code (ZIP). Pressing **F12** in the **State** field displays a scroll box of valid two-digit State codes. Note that this list includes all **Canadian Provinces** and several **island territories** such as Puerto Rico.

The **Attention** field is for a contact name, and will appear on checks under the Name as part of the address.

## Telephone Information Section

Telephone Information	
Number	Description
(818) 555-1212	Information

Enter up to three phone numbers, complete with area codes and international dialing codes. Use the Description field to record who or where or what kind of phone this number calls, e.g., Home, Cellular, Car, Marvin.

## Income Tax Section

Income Tax	
Tax Code	<input type="checkbox"/> W9? <input checked="" type="checkbox"/> N
Tax ID	EXPIRE DATE:
Work State	/ /
Tin Vendor Name	

This section controls **US 1099** information, used to code reportable, taxable input and to prepare 1099's for the production. Generally, individuals and companies that are not incorporated may be subject to 1099 reporting. It has also become common practice to get Federal ID numbers even for Corporations and record them here. As with other tax laws, the rules and forms for 1099's change frequently. Secure access to the latest regulations.

Even if the Vendor is not subject to tax, it may still be desirable to fill in the **Tax ID** and the **Work State** fields for information. If no valid tax code is entered, no entry for this Vendor will be **1099**-able.

If the Vendor may be 1099'd, enter a valid code in the **Tax Code** field. This will now be the default code that will be inserted automatically by VISTA when entering invoices or other input for this Vendor. Entering a valid **Tax Code** will allow VISTA to code entries for that Vendor with a 1099 code, although not every entry for that Vendor will automatically be marked for tax reporting.

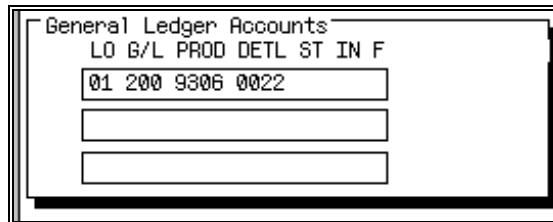
If a **Tax Code** is entered, a **US Federal Tax ID** number for organizations or businesses or a **US Social Security** number for an individual or business that doesn't have a Federal Tax ID must be entered also. If the number is not available, enter a temporary explanation, such as **Applied for** or **Calling in**.

Place the standard two-digit State codes in the **Work State** fields to enter up to three states in which this Vendor has worked and may be 1099'd.

If a W-9 form is on file for this Vendor, enter a **Y** in the **W-9** field. An **Expire Date** may also be entered for informational purposes.

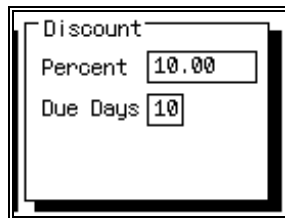
**TIN Vendor Name** stands for 'Tax Identification Number Vendor Name.' This is the field in which to enter the name of the person to whom the tax id number (i.e. social security number) has been issued if it is different from the name under which the Vendor is entered

## General Ledger Accounts Section



If this Vendor is normally coded to specific accounts, save input time by filling in those accounts here. Enter from one up to three valid account numbers. In Purchase Order, Invoice, or Petty Cash Entry windows the accounts entered here will automatically be placed in the entry's distribution lines when this Vendor is selected. In those windows, these accounts can be overridden at input time.

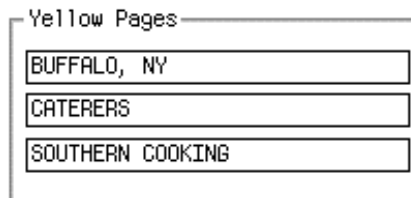
## Discount Section



If this Vendor normally grants a discount, enter the discount terms here. VISTA will automatically enter and apply them when an invoice is entered. These fields can be overridden at input time.

The **Due Days** field is the number of days after the **Invoice Date** that the discount applies.

## Yellow Pages Section



VISTA can help organize Vendors and find contacts or supplies when needed by listing Vendors by Yellow Pages category. The three Yellow Pages fields are hierarchical, i.e., the first field is for a broad category of Vendor, such as Caterers; the second narrows the definition, such as Caterers, Buffalo NY; and the third narrows it even further, such as Caterers, Buffalo NY, Southern Cooking.

To use Yellow Pages entries, see [“Yellow Pages Listing” on page 11-16.](#)

## Petty Cash Section

Petty Cash	
	LO G/L MAJ SB ST IN F1 F2
Advance	<input type="text"/>
Acctd for	<input type="text"/>
<input type="button" value="EDI Setup"/>	

If the active Vendor is to be used for **Petty Cash** or **Purchase Card** entries, these fields must contain valid account numbers. That is, if this Vendor is going to have a petty cash advance or float, or if the vendor is to be designated as valid for purchase card transactions, then the account numbers assigned to the advance, float or purchase card must be entered here.

The first field, **Advance**, is for the Vendor's Advance account number. The second field, **Accounted For**, is for the Vendor's Offset account. If these accounts are the same, input the account number in the first, **Advance** field and leave the **Accounted For** field blank. VISTA will duplicate the **Advance** account in the **Accounted For** field.

## EDI Setup

**EDI** stands for **Electronic Data Interface**. **EDI Setup** is necessary if the vendor being added or modified is to be designated as approved for Purchase Card transactions.

Click on the **EDI Setup** button at the bottom of the Petty Cash section of the Vendor Entry screen to add or modify electronic data (i.e. purchase card) information for the vendor selected.

Electronic Data Interface	
SHOW TITLE	
Currency <input type="checkbox"/>	Vendor Number <input type="text"/>
Interface Type <input type="button" value="CARD"/> <input type="button" value="TVD - Purchase Card"/> <input type="button" value="American Express"/>	
<input type="button" value="Other Interface"/>	
Card Number	<input type="text"/>
Valid date From	<input type="text"/> / <input type="text"/> To <input type="text"/> / <input type="text"/>
Cardholder Name 1	<input type="text"/>
Cardholder Name 2	<input type="text"/>
LO G/L MAJ SB ST IN F1 F2	
Advanced Account	<input type="text"/>
Acctd For Account	<input type="text"/>
Account Mask	<input type="text"/>

### If this is a new vendor:

Select **Interface Type** by clicking on the appropriate button.

**Card Number** – The number of the card assigned to this vendor.

**Valid date From:** Enter the range (month/year) for which the card will be valid for purchases.

**Cardholder name 1 & 2** – Vendor names. If the vendor is known by more than one name, you may use name 2

**Advanced account** – The account number on the chart of accounts assigned to this vendor to receive purchase card advances (credit limit).

**Acctd for Account** - The account number on the Chart of Accounts assigned to this vendor for accounted for amounts (purchase expenses).

**Account Mask** – to be appended to the account number in the transfer file. Call VISTA Customer Support if additional information regarding this field is required.

---

Account numbers must exist in the chart of accounts.

---

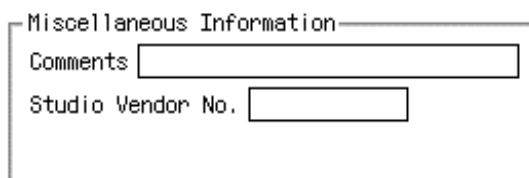
Press **Enter** to accept the information in the window. You will return to the previous vendor screen. Press **Enter** again to accept.

### If this is an existing vendor:

Add or change the necessary information, then press **Enter**.

For information regarding the setup of petty cash custodians and purchase card vendors, [see the “Petty Cash” section on page 9-14](#) in the **Setup** chapter of this document.

## Miscellaneous Information Section



The screenshot shows a window titled "Miscellaneous Information". Inside the window, there are two input fields. The first is labeled "Comments" and is a long rectangular box. The second is labeled "Studio Vendor No." and is a smaller rectangular box.

The **Comments** field is for any information to be recorded for this Vendor. Comments print on the Vendor List if the All Information option is selected. For more about printing Vendor Lists, [see “Vendor Listing” on page 11-10](#).

*Studio Vendor No. applies only to productions at certain studios.*

The **Studio Vendor No.** field is for recording the number assigned by a studio to this Vendor. If the studio provides a production with a Vendor number, or if there is a studio- or production-specific numbering scheme, this is the place for it. This number will be used in uploads to the studio’s records.

## Status Section



A screenshot of a status field. The field is labeled 'Status' and contains the text 'Active/Inactive'. Below this text is a small box containing the letter 'A'.

A VISTA Vendor cannot be deleted, but can be made **Inactive**. To make a Vendor Inactive, enter **I** in the **Status Active/Inactive** field. **Press Enter** to record the change. The Vendor will still show up on Vendor scroll boxes and lists, but VISTA will not allow the selection of the Vendor and will display a *Vendor Inactive* message.

To **Activate** an Inactive Vendor, enter **A** in the **Status Active/Inactive** field and **press Enter** to record the change.

## Don't Forget: Press Enter!

To record a new Vendor or changes to a Vendor, **press Enter** and answer **Yes** to the update query.



Two screenshots of the Vendor Entry dialog box. The top one is titled 'Add a Vendor' and asks 'Do you want to add this vendor?'. The bottom one is titled 'Update a Vendor' and asks 'Do you want to update this vendor?'. Both have 'Yes' and 'No' buttons.

---

## Vendor Listing

**Purpose:** Produce on screen or printer various lists of the Vendor file

**Required:** Currency, Vendor range, sequence and type of list wanted

**Defaults:** Default Currency, Name sequence and Name and Number list for all Vendors

Choose A/P Vendor Vendor Listing from VISTA's Main Menu.



Enter the **Currency** of the Vendor File to be viewed. Then choose a sequence by clicking on **NAme** or **NUmber**.

Then specify the type of report desired by clicking on one of the buttons at **Vendor Information by**.

**Name and Number** produces a two-column list of just Vendor Names and Numbers.

**Name and Address** produces a listing that shows Vendor Number, Name, Address, Telephone Numbers and Descriptions, and Studio Vendor Number.

**All Information** shows everything about every Vendor.

**History of Changes** shows an itemized listing of Vendor changes, listing the current information first

Vendor selection may also be limited to only **Taxable Vendors (Y)**, **Non-Taxable Vendors (N)**, or all **Vendors (B for both)**. For **W-9** tracking purposes, select only Vendors who have **W-9** forms on file (**Y**), those for whom there are no **W-9**'s (**N**), or all **Vendors (B for both)**.

At the bottom of the window, limit the Vendors printed on a report by entering **From** and **To** Vendors in the **Vendor Selection Range** fields. To select Vendor Number sequence, enter upper and lower Numbers in these fields. To select Vendor Name sequence, enter Vendor Names in these fields.

When the request is ready, click on the **Enter** button or press **Enter**.

---

## Vendor Inquiry

**Purpose:** Print or display payment history for a Vendor

**Required:** Company, Currency, Sort by, Vendor Name or Number is optional

**Defaults:** Report by Invoice, Inquire by All Items, Distribution by Detail

Choose A/P Vendor Vendor Inquiry from VISTA's Main Menu.

Vendor Inquiry gives an easy-to-read report of a Vendor's activity in a given Company and Currency.

Enter the **Company** and **Currency**. In the **Vendor** field, enter a specific Vendor **Number** or enter the first few characters of the Vendor's **Name**, press **F12**, and select the Vendor from the scroll window.

---

**Note:** When selecting the Vendor by Name, what will display in the Vendor window once the Vendor is selected will be the Vendor's Number, not Name.

---

Vendor Inquiry

Function Help

VISTA TRAINING VERSION 4.4

Company 01 Currency US Sort By V Vendor F12

Vendor

Report by I Invoice Check

Inquire by A Paid Items Open Items

Distribution by D Detail Summary

Invoice Number from to

Year Period from to

State Code

Production from to CO G/L PROD

☐ Page break at new vendor. Enter

In the **Report by** field, enter **I** or **C** or click on **Invoice** or **Check** to list payments in sequence by invoice or check number.

In the **Inquiry by** field, enter **P** or **O** or click on **Paid Items** or **Open Items** to restrict the list to one or the other. **To see all items** - paid and open - enter **A** (default) for All in the Inquire by field.

To show detailed distribution per invoice or check, enter **D** or click on the **Detail** button at the **Distribution by** field. For a summary report (showing no distribution), enter **S** or click on the **Summary** button.

### ***Limiting the Selection***

Further limit what's shown on this report by entering a range of **Invoice Numbers**, **VISTA Year Periods**, or **Production Numbers**.

Utilize any one or any combination of these three choices. The effect of using more than one is cumulative, i.e., restricts the selection further. It is not either/or.

---

**Caution:** Be careful when using an invoice number range. Incorrectly entered invoice numbers may be inadvertently excluded. See [“Invoice Number Conventions” on page 13-3](#).

---

### ***Page Break at new Vendor?***

Check this box to enable VISTA to start a new page when beginning the list for a new another Vendor.

### ***Getting the Report***

When the entries are chosen and input, press **Enter** or click on the **Enter** button to start the report.

---

## **Vendor Label**

**Purpose:** Print laser name and address mailing labels for Vendors.

**Required:** Currency

**Defaults:** Taxable Vendors Only? defaults to **Both**; W9 Vendors Only? defaults to **Both**; label content selections default to a standard 5-line street address.

Choose **A/P Vendor, Vendor Label** from VISTA's Main Menu. This function prints Vendor Names and Addresses in a **three-across, ten-down** format for the purpose of creating mailing labels. This three-across-ten-down configuration corresponds to **Avery 5960** laser printer labels, although other manufacturers can supply a product suitable for the task.

**Vendor Label**

Function Help

PRODUCTION NAME

Currency ☐

Vendor Selection Range

Leave blank to select all vendors

from  to

Print New Vendors Only?

Taxable vendors only?

W9 Vendor only?

☐ Create Export File?

Quantity per Vendor

Select the items you wish to print.

If you select more than 5 items create export will be chosen.

☐ ☒ Vendor Number ☐ Telephone #1

☐ ☒ Vendor Name ☐ Telephone #2

☐ ☒ Address (uses 2 items) ☐ Telephone #3

☐ ☒ City State Zip ☐ Vendor Status

☐ Country ☐ TIN Vendor Name

☐ Attention ☐ Studio Vendor #

☐ Show Name

☐ Tax ID

## Currency

Input the **Currency** of the Vendors to print. VISTA does not allow the simultaneous printing of labels for vendors of different currencies.

## Vendor Selection Range

Select a range of Vendor numbers, or leave the range **blank** to select all Vendors.

## Print New?

Print *only* new Vendors (Vendors added to the file since the last time labels were printed) by clicking on the **Print New?** Button. By answering **Yes** to this prompt, the User can print labels *only* for Vendors for whom labels have never before been printed.

---

In order to invoke this feature, the response to **Save last Vendor printed?** must have been **Yes** the last time **Vendor Labels** were printed.

---

## Taxable vendors only?

To print labels for only **taxable (1099)** Vendors, enter **Yes** in the **Taxable Vendors only?** field. To print labels for only **non-taxable** Vendors, enter **No**. To print labels for **all Vendors**, regardless of tax status, enter **Both**.

## W9 Vendor only?

To print labels for only **W9** Vendors, enter **Yes** in the **W9 Vendors only?** field. To print labels for only Vendors from whom a **W9** form has not been received, enter **No**. To print labels for **all Vendors**, regardless of **W9** status, enter **Both**.

## Create Export File?

To **Create** an **Export File**, click the check box. VISTA will create a file with an extension of **.VIS** (in addition to the printed labels) that can be imported into a spreadsheet program such as EXCEL.

## Quantity per Vendor

Input the number of labels for each Vendor to be printed. If more than 1 label per Vendor is selected, then the total quantity of labels for each Vendor will be printed in turn.

## Select the items you wish to print.

VISTA allows the User to select the information that appears on the Vendor Label. (The information that comprises the Vendor Label information originates from VISTA's **Vendor Entry** module.)

Using the mouse, click the items that are to appear on the labels in the order in which they are to appear. The number in the field to the left of each checked item indicates that item's assigned position upon the label.

Each checked item will occupy an entire single line on the label, *except for the Address*, which will occupy *two* lines.

If more than five lines' worth of information is selected, then a **.VIS** -extension export file is automatically created. This file may be imported into a spreadsheet

program (such as EXCEL) for further processing and printing. **VISTA can not print more than five lines of data on a single Vendor Label.**

**Press Enter** to initiate the printing of the Vendor Labels.

---

## Vendor Change

**Purpose:** List history of changes to Vendor records for all or a selected Vendor

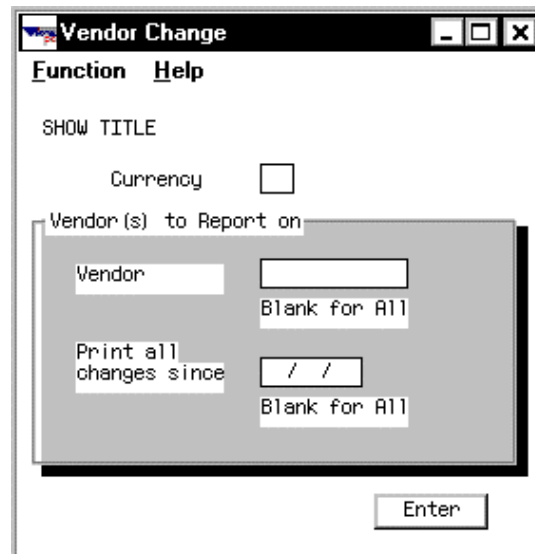
**Required:** Currency, Vendor selection

**Defaults:** All Vendors for selected Currency

**Delete:** N/A

Choose A/P Vendor Vendor Change from VISTA's Main Menu.

VISTA keeps a record of any changes made to any Vendor records. This is an audit trail for security purposes and can be printed any time.



Enter the **Currency** of the Vendor file to print.

To print a list of before and after information for **all Vendors** for this Currency, leave the **Vendor** field **blank**.

To choose a specific Vendor, enter a Vendor **Number** or the first few characters of a Vendor's **Name** and press **F12**. The Name option will either select a Vendor or display the scroll window so that one may be selected. (When a Vendor is chosen, the Vendor's Number, not Name, is displayed in the Vendor field.)

This report may be limited to a time span by entering a date in the **Print all changes since** field. VISTA will print changes to the selected Vendor that have been affected between the specified date and the current date.

Press **Enter** or click the **Enter** button to begin printing the report.

*The veracity of this function depends upon the accuracy of the system date.*

---

# Yellow Pages Listing

**Purpose:** List Vendors in a Yellow Pages category or sub-category

**Required:** Currency, Yellow Pages Reference of References

Choose A/P Vendor Yellow Pages Listing from VISTA's Main Menu.

To list the Vendors in a Yellow Pages category ([see "Yellow Pages Section" on page 11-7](#)), enter the **Currency** of the Vendor file. Enter the exact Yellow Pages category desired (and sub-categories, if desired) in the **Yellow Pages Reference** fields.

**Press Enter** to begin the report.

The screenshot shows a window titled "Yellow Pages Listing" with a standard Windows-style title bar (minimize, maximize, close buttons). Below the title bar is a menu bar with "Function" and "Help". The main area of the window displays "VISTA TRAINING VERSION 4.4". Below this, there is a "Currency" label followed by a small box containing "US". Underneath is a section labeled "Yellow Pages Reference" which contains three stacked, empty rectangular text input fields. At the bottom left of the window is a checkbox labeled "Create Export File". At the bottom right is a button labeled "Enter".

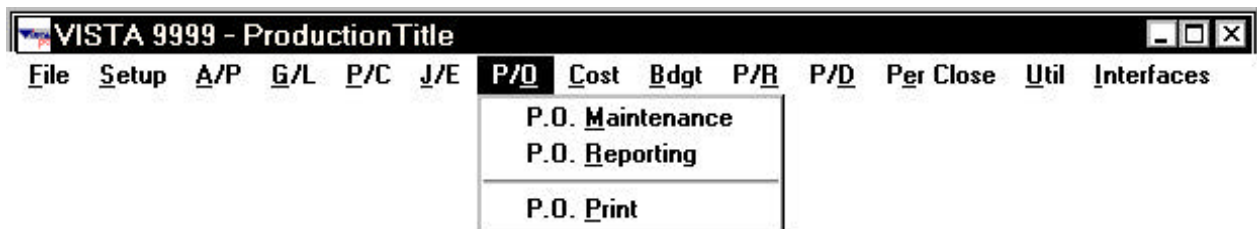
# Chapter 12: Purchase Orders - P/O Menu

---

## Overview

VISTA's Purchase Order system allows the User complete and flexible purchase order information.

Purchase orders may be linked directly to Accounts Payable invoices. Data input within the Purchase Order module may be accessed via Accounts Payable from **A/P Invoice Entry**, and even modified there as necessary. Refer to *"Invoices and Purchase Orders"* on page 13-11 of this document.



## Typical Purchase Order Cycle

There are three steps to the typical Purchase Order cycle:

1. Input;
2. Modification; and
3. Reporting

Unlike most other VISTA modules, neither auditing nor posting of Purchase Orders is necessary.

### *Input*

Key in new Purchase Orders. Stamp each PO as it is **entered** and record its **Transaction Number** at the time of entry.

## **Modify**

Purchases are normally relieved from Accounts Payable Invoice Entry, but they may also be adjusted in the Purchase Order Maintenance module. VISTA maintains separate amount accumulators so that the User may isolate that which has been relieved through A/P and that which has been adjusted via Purchase Order Maintenance. These amounts are visible on the screen as well as included on the Purchase Order Reports.

## **Report**

All purchase orders that have been entered are immediately available for reporting. *No auditing or posting is necessary.* There are three different report types and six sort options. There are three levels of detail available: **Summary**, **Detail**, and **Transaction Detail** (which shows all adjustments, invoices, etc.).

## **Purchase Order Numbers**

Unlike most of VISTA's other "number" fields, which are strictly numeric, the six-digit **Purchase Order Number** is alphanumeric, and may contain both numbers and letters.

Another distinction is that the PO Number is left-justified.

Each Purchase Order Number entered for each Vendor must be unique. This is to say that the same Vendor may not have duplicate Purchase Order Numbers. This is so even though the *same* Purchase Order Number may be entered for *different* Vendors (*except* in the case of a Blanket P.O. vendor).

---

The PO Number may be **modified** *only if* an A/P Invoice has not relieved the PO.

---

## **Purchase Order varieties**

VISTA is programmed to recognize and accept several 'types' of purchase orders. The distinctions within the PO system will aid the User to input and maintain accurate and complete records.

### **Blanket Purchase Orders**

Established within VISTA is a vendor: **BLANKET\_P.O.** This vendor may *only* be used in the **Purchase Order Maintenance** module. It was designed and included specifically to hold purchase orders for which the commitment amount is known but the vendors are not. Such a purchase order is added in the same manner as any other, but the selected Vendor is BLANKET\_P.O.

Blanket purchase orders are accessible to all Vendors via Accounts Payable, and will be included in all PO scroll panels. When a blanket PO is relieved, the Vendor and Invoice information for that relief is attached to the PO, and will be recorded as such on the Purchase Order Reports.

### **Credit vs. Over-Relieved Purchase Orders**

The distinctions between a "credit" purchase order and an "over-relieved" purchase order are as follows:

**Credit POs** are entered as a credit amount. The purpose of a Credit PO is to record anticipated future savings.



**Over-relieved POs** are POs in which the invoices that have relieved the PO exceed the amount of the PO.

Entering a line with a **credit** amount on a Purchase Order the total of which is *not* a credit will cause that line to be *treated as* over-relieved. If this is *not* the desired result, either: enter the **credit** amount on a *separate* Purchase Order, to be created as a **credit P.O.**; or input the net amount of the Purchase Order.

Either **credit** or **over-relieved** purchase orders can be exclusively included or excluded from the Cost Reports and/or the Purchase Order Reports. The default is to have Credit POs *included* and Over-relieved or zero-balance POs *excluded*. EP Customer Support can assist the User to change these defaults.

---

## P.O. Maintenance

**Purpose:** Add, Modify, View, or Delete Purchase Orders

**Required:** Currency, Vendor, PO Number, Distribution Account, Amount, and Description

**Defaults:** PO Date defaults to current system date

**Delete:** Yes; if the PO has *not* been relieved.

Select **P/O; P.O. Maintenance** from VISTA's Main Menu.

CO	G/L	PROD	DETL	ST	IN	F	Amount	Description	Tx	Cd
001										
002										
003										
004										
005										

## Function Menu

Choose **Add** to add a new PO, **Modify** to change a PO already entered, **Inquire** to view but not change a PO already entered, **Delete** to delete a PO already entered.

**Clear Screen** clears any data from the window's fields and repositions the cursor in the **Vendor** field. No modifications made within that window will be recorded.

**Exit** closes the entry window and terminates the entry program. Any data in the fields of the entry window is not recorded.

## Ledger Period Menu

**Current Period** registers the PO about to be entered as having been entered in the current ledger period.

Selecting **Next Period** registers the PO about to be entered as having been entered in the *next* ledger period, i.e., it will not show up on current period Purchase Order or Cost Reports.

---

To register a PO for **Next Period**, select Next Period from the Ledger Period menu *before* pressing **enter** to record the new PO. The **default** entry period is *always* current period.

---

## P.O. Maintenance – Add

The following sections describe each area of the **PO Maintenance** window and how to complete transactions.

The upper portion of the Purchase Order Maintenance window is divided into four ‘panes.’ Each section is described in turn below.

Currency	<input type="text" value="US"/>	Vendor	<input type="text" value="000000000021"/>	Session ID	<input type="text" value="98112001"/>
			ENTERTAINMENT PARTNERS	Year Period	<input type="text" value="19970705"/>
PO Number	<input type="text"/>		2835 North Naomi Street	Transaction	<input type="text"/>
			Burbank, CA 91404		
PO Date	<input type="text" value="11/20/98"/>			Original Amt	
PO Desc	<input type="text"/>			Relieved Amt	
				Adjustments	
		REFERENCE		PO Balance	
		<input type="text"/>			

### Currency

Input the **Currency**, or press **F12** to select a Currency from a scroll panel. Pressing **F12** when only one currency is available will automatically input that currency.

---

If User Defaults have been established via the Setup menu for the active User ID, that default will automatically appear in the **Currency** field whenever the PO Maintenance window is opened. Refer to “*User Default Setup*” on page 9-5 for more information.

---

### PO Number

Input the PO Number (an alphanumeric combination of up to six characters, left-justified). See “*Purchase Order Numbers*” on page 12-2 for further explanation.

---

In **Modify**, **Inquire**, or **Delete** mode, press **F12** in the **PO Number** field to display a scroll panel of POs already input for the selected Vendor.

---

### Vendor

Input a **Vendor Number**, or the first few characters of the **Vendor Name**, and press **F12**. Select the correct Vendor from the scroll panel. When the Vendor is

selected, the Vendor Number will be displayed in the **Vendor** field, and the Vendor Name and address will be displayed below the Vendor Number.

If the Vendor is not yet on file, a message to that effect will be displayed. Without closing the PO Maintenance window, go to the Main Menu **A/P Vendor; Vendor Entry** and **add** the Vendor. After closing the Vendor Entry window, the newly added Vendor will appear on the scroll panel in PO Maintenance. For more information on selecting a Vendor see [“Selecting a Vendor” on page 4-2](#).

## **Session ID**

To create a new **Session ID**, input any eight-digit alphanumeric characters. The default is the current system date (YYMMDDID).

## **Year Period**

This field displays the **year period** chosen for the active Purchase Order. If **Next Period** has been selected for the PO, that period will show. Otherwise, the Current Period will show.

## **Transaction**

This field displays the **Transaction Number** that VISTA assigns automatically to each system transaction. This number will change depending on the **Function**.

In **Add mode**, this field will initially be blank. When adding a PO, a Transaction Number will appear here - it is the number assigned to the PO just entered. The number is not assigned until *after* the User has pressed **enter** and answered **Yes** to add the PO. Until that point, the number displayed here is the number of the previously added PO, *not* the one for which data is being input.

In **any other mode**, this field will contain the Transaction Number of the PO being changed, viewed, or deleted.

Function **Clear Screen** will reset the Transaction field to blank.

It is recommended procedure when entering transactions to write the VISTA **Transaction Number** on the source document; i.e. the PO. To record the *correct* Transaction Number, *always* follow this sequence:

1. input the PO data,
2. press enter,
3. resolve any error or warning messages,
4. answer Yes to add the new PO,
5. then write down the number displayed in Transaction.

Should the Transaction Number be overlooked before closing the window, it may be found on any of the **Purchase Order Reports** ([refer to “P.O. Reporting” on page 12-9](#)).

## **P.O. Date**

The **P.O. Date** will default to the current system date. To use a different date, input the P.O. Date in the American format (MM/DD/YY).

## P.O. Description

Input a general **Description** of the purchase order. The **Description** will be carried forward as the invoice description when entering the **Invoice** for the PO. This is not a required field.

## Reference

The User may input to this field any desired reference data. This is not a required field.

## Distribution Section

	LO GLPROD DETL SET# WORKAU IN F	Amount	Description	Tx Cd
001	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
002	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
003	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
004	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
005	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

For a description of inputting data to this section, see [“Account Distribution Entry” on page 4-10](#).

## Completing the PO Maintenance Addition

To add the Purchase Order or input modifications or a deletion, press **enter**. If there are any input errors or warnings to be issued, they will be displayed at this point. Refer to [“Error Messages” on page 4-12](#) for common error messages, and to [“PO Error Messages”](#) for error messages specific to POs.

After all errors and warnings have been handled, the User will be asked to confirm the entry, changes or deletion. Press **enter** or **Y** or click on **Yes** to confirm. Press **N** or click on **No** to avoid updating the PO file.

## PO Error Messages

To clear an error message from the screen, press **enter** or click **OK**. The error field will be highlighted in **red** and the cursor will be in that field.

## Duplicate PO Number

Each Purchase Order Number entered for each Vendor must be unique. This is to say that the same Vendor may not have duplicate Purchase Order Numbers. Refer to the [“Purchase Order Numbers”](#) section for a complete description of this subject.

## PO Amount vs. Distribution difference

A small window will appear displaying the Purchase Order total. If the data in the window is correct, click **Yes**. If the data is incorrect, click **No** to return to the **PO Maintenance** window for further input.

## P.O. Maintenance – Adjustments

A VISTA Purchase Order is never ‘closed;’ it is always available for modification. Adjustments to Purchase Orders are made via the **Purchase Order**

**Maintenance** module, by changing the **function** from Add to **Modify**. The User is able to **Modify** PO Amount, PO Date, PO Description and Distribution information.

Select **P/O; P.O. Maintenance** from VISTA's Main Menu.

Change the **Function** from **Add** to **Modify** and select an existing purchase order to be modified. This may be done by right-clicking in the **PO Number** field and selecting the appropriate P.O. from the scroll panel.

---

In order to relieve either a zero-amount or over-relieved P.O., the User must manually input the **Purchase Order Number**. These two types of Purchase Orders will not be included on the scroll panel.

---

**Purchase Order Maintenance**

Function: Ledger Period: Help

VISTA TRAINING VERSION 4.4

ADD

Currency: <b>US</b>	Vendor: <input type="text"/>	Session ID: <b>00120000</b>
PO Number: <input type="text"/>		Year Period: <b>20000101</b>
PO Date: <b>12/08/00</b>		Transaction: <input type="text"/>
PO Desc: <input type="text"/>		Original Amt: <input type="text"/>
REFERENCE: <input type="text"/>		Relieved Amt: <input type="text"/>
		Adjustments: <input type="text"/>
		PO Balance: <input type="text"/>

Page 01 of 20

CO	G/L	PROD	DETL	ST	IN	F	Amount	Description	Tx	Cd
001							<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
002							<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
003							<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
004							<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
005							<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## Currency

Input the **Currency**, or press **F12** to select a Currency from a scroll panel. Pressing **F12** when only one currency is available will automatically input that currency. To proceed, press **enter**

## Vendor Number

Input a **Vendor Number** or the first few characters of the **Vendor Name** and press **F12**. Select the Vendor from the Scroll Panel. When the Vendor is selected, the **Vendor Number** will be displayed in the Vendor field and the Vendor

Name will be displayed below the Vendor Number. If the Vendor is not yet on file, a message to that effect will be displayed.

---

The Vendor on a Purchase Order can be changed using the Modify mode *if* there have been no invoices relieving the Purchase Order.

---

## PO Number

*Go directly to the P.O. Number field, bypassing the Vendor Number field, to pull up a scroll panel of all purchase orders.*

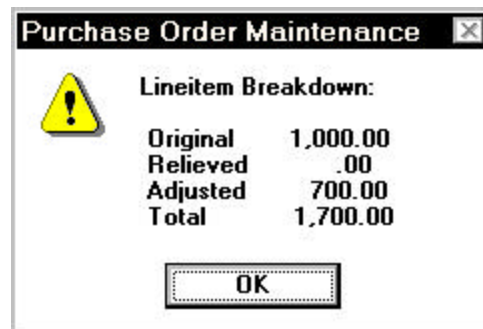
Input a **P.O. Number** or **press F12** (or right click) in the field to get a scroll panel. The current outstanding information for that PO will be displayed. If any lines of the purchase order have been relieved via **Invoice Entry**, those lines will appear in **blue**. The entire history of the selected purchase order may be generated by running a **Transaction Detail Report** ([see page 12-10](#) for further information).

## Amount

The Amount field displays the dollar total of distribution recorded for each line.

## Line Item Breakdown

**Right-click** with the cursor in the Amount field to bring up a box describing the activity for that particular distribution line.



The **Original** amount is the total that was initially input for the line of distribution.

The **Relieved** amount notes the amount that the line has been reduced via **Invoice Entry**.

The **Adjusted** line notes any modification to the line's distribution made via **P.O. Maintenance**.

The **Total** line displays the current total of the line of distribution, including all current deviations – both Relieved and Adjusted – from the Original entry.

## Adjust Purchase Order to Zero

Clicking on the Adjust Purchase Order to Zero bar at the bottom of the PO Maintenance window automatically adjusts all lines of distribution to read zero.

This would be done, for example, when the User knows that the purchase order will have no further activity, and that there will be no further Invoices entered against the purchase order, but there remains a balance on the p.o.

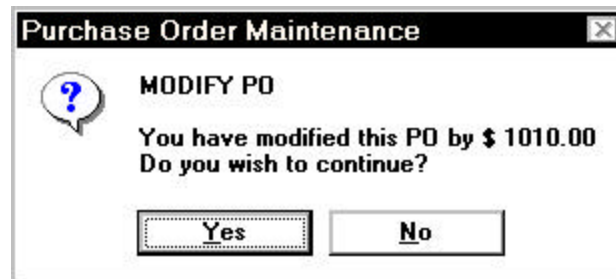
## Completing the P.O. Modification

A User can **Modify** the distribution of a Purchase Order as many times as necessary *without* recording those changes as an **adjustment**. However, once the line of

distribution has been relieved via **Accounts Payable**, the account number can no longer be changed, and any subsequent modifications to that line will be treated as an adjustment. The addition of a line to an existing Purchase Order will be treated as an adjustment.

The User may modify the **P.O. Amount, P.O. Date, P.O. Description** or **Reference** fields on the top half of the window. On the lower portion of the window, the User may modify the **Account Number, Amount, Description** or **Tx Cd**.

Press **enter** to record the changes. The program will re-calculate the amounts based on the modifications, and will offer the User the opportunity to verify the difference.



Click **Yes** to complete the adjustment.

## Deleting a Purchase Order

A Purchase Order may be **deleted** *only if* there have been no invoices relieving that Purchase Order. Select the Purchase Order to be Deleted. Change the Function to **Delete**. Press **enter**.

If the Purchase Order has been relieved, simply click on the button on the lower portion of the screen that says **Adjust Purchase Order to Zero**.

---

## P.O. Reporting

**Purpose:** Print **Purchase Order Reports** in the specified format.

**Required:** Currency

**Defaults:** Report Type: **Detail**; Sort By: **PO Number**; **Native Currency** Conversion; *if* conversion is requested; will default to **Budget Rate**.

Select **P/O; P.O. Reporting** from VISTA's Main Menu.

**Purchase Order Reporting**

Function Help

VISTA TRAINING

Currency: US

Report Type: D Summary Detail Transaction Detail

Sort By: P Po Number Distribution Year Period Vendor Name Vendor Number Session-Trans. Session-Dist.

Print Selection

Vendor: [ ]

Session ID: [ ]

PO Number Range: [ ] To: [ ]

Account From: CO G/L PROD DETL ST IN F [ ]

Year Period from: [ / / ] To: [ / / ]

PO print options

☐ Zero balance? ☐ Over-relieved? ☒ Original Credit?

Currency Conversion: N Base Native

Exchange Rate: B Budget Current

Account description from Master Chart of accounts?: Y Yes No

Enter

## Currency

Input the appropriate **currency**, or right-click for a scroll panel from which to choose the currency.

## Report Type

This selection determines what level of detail will be included on the Purchase Order report.

### Summary

Summarized at the Sort By level; i.e. if the Sort By requested is PO Number, the **Summary Report** will show one line per PO.

### Detail

Will show detail lines of the PO; i.e. if the Sort By requested is PO Number, the report will be in PO Number order, displaying all the line items for each PO.

### Transaction Detail

Similar to the Ledger Bible, but for Purchase Orders. This report type will list the original PO line items as well as all invoices and adjustments affecting this PO.



## Sort By

Select the criteria by which the report will be ordered.

Sorting by **Session Edit** will produce a report in transaction order.

## Print Selection

Use the options labeled on the six buttons to select the **content** of the selected **Purchase Order Report**.

## PO print options

The selected items reflect the options designated in **VISTA Setup**. To change them, simply click to include or exclude each option on the report requested. The default options also indicate what POs will be included on the **Cost Reports**. Please call EP Customer Support if the defaults need to be changed.

---

## P.O. Print

**Purpose:** Generate purchase orders from within VISTA.

**Required:** Company, Currency

## Overview

If, for whatever reason, the original purchase order is not available, a User may generate a purchase order with VISTA. All that is required is that the purchase order has been input to VISTA via the **Purchase Order Maintenance** module.

VISTA-generated purchase orders contain the production company name and address; Vendor name and address; and complete distribution information. There are also places for approval signatures.

No special forms are required. VISTA prints purchase orders on plain paper.

## Printing Purchase Orders

Select **P/O; P.O. Print** from VISTA's main toolbar.

### ***Company/Currency***

Input the **Company** and **Currency**, or either right-click or f-12 in the Company or Currency field.

### ***Vendor***

Input or select the Vendors in the **Vendor From** and **To** fields. The Vendors input in these fields compose the range of vendors for which purchase orders will be generated.

If purchase orders for only one Vendor are needed, input that single vendor in the **From** field, leaving the **To** field empty.

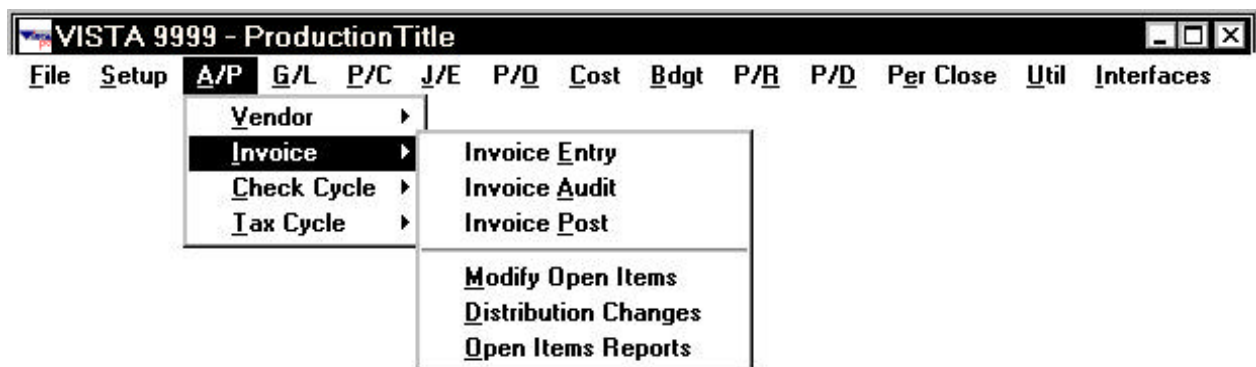
### ***Completing the process***

The remaining fields need not be input to produce the purchase order. Hit or click **enter** to complete the process and generate the purchase order

# Chapter 13: Invoices - A/P Menu

## Overview

The majority of a production's input to VISTA is in the form of Invoices. Processing Invoices quickly and accurately is critical to staying on top of production costs.



Invoices, like other major input sources, are processed by **Batch** (see “*Batch Processing*” on page 4-5). In addition to the batches you prepare and enter manually, there are A/P Invoice **batches automatically generated** by VISTA as a result of other system actions. When you process a Payroll diskette and post it to A/P, VISTA creates a batch of Payroll invoices. When you Cancel a Check, VISTA creates an A/P batch. There are others (see “*Computer-created batches*” on page 4-6). Each of these automatic batches is discussed further in its own documentation section. What you must keep in mind is that once those batches are created, before the results effect your costs, they must be **audited** and **posted** from this A/P Menu just like batches you create here directly.

## Typical A/P Invoice Cycle

A/P Invoices are processed as a middle cycle between **Purchase Orders** and **Checks**. For a complete perspective on Invoice processing also read the sections on PO's (“*Typical Purchase Order Cycle*” on page 12-1) and Checks (“*Typical Check Cycle*” on page 14-2). There may not always be Purchase Orders for an Invoice, but most Invoice processing must always be followed by a Check cycle.

The typical processing cycle for A/P Invoice batches is as follows:

**Prepare:** Match open Purchase Orders to Invoices where appropriate.

**Input:** Create a batch by entering it directly or performing some other function that creates an A/P batch (see ["Computer-created Batches" on page 27](#)). If you input the batch directly, stamp each invoice as "Entered" and write its VISTA Transaction Number on it as soon as you enter it.

**Audit:** Run audit reports in both Transaction and Distribution sequences. Check for Amount accuracy and coding or spelling errors.

**Modify:** Make any changes necessary.

**Re-Audit:** Run audit lists again to verify changes; file them to provide a permanent audit trail of input.

**Post:** Post the batch to permanent records to update costs and G/L accounts; file the posting report to provide a permanent audit trail.

Until you Post a batch, you can add to it or modify it to your heart's content - it's still a separate entity and hasn't had any effect yet on your permanent records. Once you Post it, it is no longer accessible as a batch. The records it contains are now part of your permanent accounting transactions and the transaction amounts are included in your account balances. Batch ID will continue to show in each transaction record, but it is for reference only.

---

## Invoice Processing Stages

An Invoice goes through three stages in VISTA. In its original **Batch**, it can be edited, deleted, turned inside out without affecting any other part of the system.

When the Batch containing the Invoice has been posted, the Invoice is now an integral, permanent part of the system, but it is in a temporary status. It is now an A/P **Open Item** (even if it was paid by a Manual check), i.e., entered but not paid. It has been posted to costs and to the A/P Control account. Any changes you make to it now (see ["Modify Open Items" on page 13-17](#) and ["Distribution Changes" on page 13-18](#)) will be recorded as part of the audit trail for the system.

Finally, when it passes through the Check Cycle (and it must pass through the Check cycle), it loses the Open Item status and becomes a **Paid Invoice**. The only changes that can be made at this point must be double-entry, in-and-out changes reflected in the system's audit trail.

---

## Invoice Types and Numbering

Invoices, more than any other type of input, come in all shapes and sizes, such as:

- Normal invoices with PO references, invoice numbers and dates
- Check requests
- Invoices with no PO, no invoice number
- Invoices paid by manual check
- Scraps of paper

VISTA handles all these diverse types, but you have some decisions to make to get the most out of the system.

The VISTA Invoice Number field is 20 alpha-numeric positions, and it's left justified. That means whatever you type in is what becomes the Invoice Number. If you enter leading zeroes, they stay. If you enter hyphens, they stay. VISTA will

watch for duplicate invoices for the same Vendor, but to maximize the effectiveness of this safeguard, you must make sure everyone is entering invoice numbers the same way.

## Invoice Number Conventions

As with Vendor Names (see Vendor “*Naming Conventions*” on page 11-5 for a parallel discussion), rules should be established for inputting invoice numbers. And, as with Vendor Names, the specifics of the rules are not as important as having and using the rules. For example, some people might choose to enter leading zeroes if a Vendor's invoice number has them, others may prefer to drop them. Either way will work fine; what's important is to decide ahead of time, make a rule, and be consistent about it.

Some of the circumstances you have to make rules for are these:

- What to use as Invoice Number for a check request
- What to use as Invoice Number for an invoice that has none
- What to do with Vendor invoice numbers that have leading zeroes
- What to use as Invoice Number for invoices like phone bills which have no invoice number, but have customer-account numbers and dates
- What to use as Invoice Numbers for Vendors that use the same number to identify every invoice

The more exact and encompassing your rules are and the more each operator follows them, the more effective VISTA and VISTA's reports will be - the more effective your work will be.

---

## Invoice Entry Menus

**Purpose:** Enter, change, view, or delete invoices

**Required:** Company, Currency, Bank, Batch ID, Vendor, Invoice Number and Date, Invoice total, Payment Date, Check Code, Distribution Account, Amount, and Description

**Defaults:** Current Period, Payment Date defaults to today's date, Check Code defaults to zero.

**Delete:** Distribution line, yes; Invoice, yes; Batch, yes

Choose A/P Invoice Invoice Entry from VISTA's Main Menu.



## Function Menu

Choose **Add** to create a new batch and add new invoices to a batch. Choose **Modify** to change an invoice already entered, **Inquire** to view without changing an invoice already entered, **Delete** to delete an invoice already entered.

**Clear Screen** clears any data from the window's fields and repositions the cursor in the Vendor field.

**Exit** closes the entry window and terminates the entry program. Any data in the fields of the entry window is not recorded.

## Edit Lines

This function allows the User to **Insert** or **Delete** the lines of distribution at the bottom of the **Invoice Entry** window. Place the cursor the account field of the line to be affected. With the mouse pull down the **Edit Lines** function to effect the distribution. **Insert** will shift the lines of distribution below the line selected down one slot and duplicate the distribution of the line selected on the new line. The User may then fill in the remaining fields to reflect the changes. Selecting **Edit Lines**, **Delete** will erase the selected line and shift the lines below that line up one slot. Delete is not a reversible function.

## Ledger Period Menu

**Current Period** registers the Invoice to be entered or being changed as having been entered in the current ledger period. Current Period is the **default** when you create a new batch or enter a new Invoice.

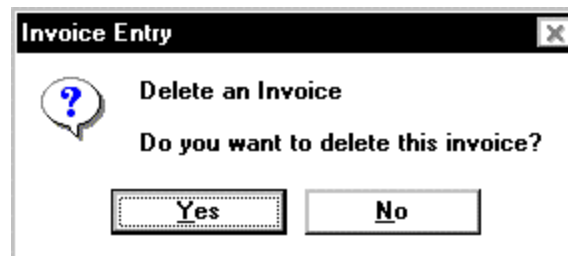
Selecting **Next Period** registers the Batch or Invoice about to be entered or being modified as having been entered in the next ledger period, i.e., it will not show up in current period reports. To make sure a Batch and all its Invoices are tagged for Next Period, select Batch Next Period when you set up the Batch *and for every Invoice entered in the Batch* (the Year/Period is displayed in the upper right hand corner).

Period selection cannot vary in a given batch. **Current Period** is the **default**.

## Batch Menu

**Unlock Batch** will clear the window and place the cursor at the Company field in the Batch Control section.

**Delete Batch** will delete the entire Batch as selected in the Batch Control section. **To delete a Batch**, select Batch Delete Batch from anywhere in the Invoice Entry Window. If there are multiple active A/P Batches, a scroll panel is displayed for you to select the one to be deleted; if there is only one active A/P Batch, it is selected automatically. The selected Batch's control information (Company, Currency, Bank, and Batch ID) is displayed in the window's Batch Control section, and the following message appears.



**Double check** the Batch selected to make sure it's the one you want to delete, then **press Enter** or **Y** or click on **Yes** to delete it; press **N** or click on **No** to avoid the deletion. When you delete a Batch, it and all its transactions are gone for good.

# Invoice Entry Window

**Invoice Entry**

Function Edit Lines Ledger Period Batch Help

SHOW TITLE

Batch Control

Company ☐

Currency ☐

Bank Code ☐

Batch

Amount

Current

Vendor Information

Vendor

State Worked

Year/Period

Trans No.

Totals

Gross

Discount

Net

Invoice Information

Invoice

Date

Amount

REFERENCE

Check Requirements

Check/Due Date

Description

Code

Number

Discount Info.

Percent

Amount

Due Days

Amt Subj Tax

Page 01 of 60

Adjust all P0's to Zero

P/O No.	Line Item	LO G/L MAJ SB ST IN F1 F2	Amount	Ledger Description	Tax Code
01	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
02	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
03	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
04	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
05	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

The following sections describe each area of the Invoice Entry window and how to complete transactions.

## Batch Control Section

**ALWAYS SELECT BATCH CONTROL FIELDS CAREFULLY!** Once Invoices are **posted** for one set of Batch Control fields, those Control fields **cannot be changed** in that Batch. If you **Post** Invoices to the wrong Bank, for example, the only way to change them is to enter a complete reversing Batch and re-enter them in a new Batch. **BE CAREFUL!**

Before you Post, you **can** change Batch Control fields. See [“Changing Batch Control Data”](#) on page 4-8 and the **Util Menu** [“Batch Modification”](#) on page 25-1.

Batch Control

Company ☐

Currency ☐

Bank Code ☐

Batch

Amount

Current

If you set up **User Defaults** in the Setup Menu for your User ID, those defaults will automatically be in the **Company**, **Currency**, and **Bank Code** fields whenever

you open Invoice Entry. See [“User Default Setup”](#) on page 9-5 for more information.

Enter a Company, Currency, Bank Code combination or press **F12** in any of the three fields to display a scroll panel of valid combinations to select from. If there is only one valid combination, pressing **F12** will automatically fill in all three fields.

To create a new Batch, enter a **Batch ID**. To recall an existing Batch, enter the Batch's ID or press **F12** to select from existing Batches.

---

**Caution:** If you press **F12** or **right-click** in the **Batch** field and there is **only one Batch** active, that Batch *and its Control fields* will be automatically selected. Check the control fields carefully before you add to this Batch, because Control fields you may have entered will have been overwritten.

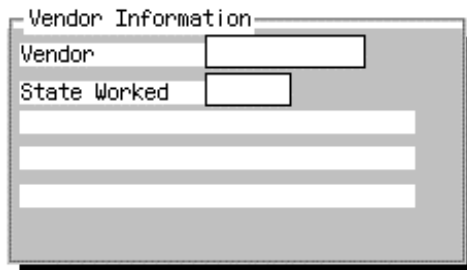
Example: You have one Company (01), one Currency (US), but two Bank Codes (LA and BA). You enter 01 US LA, then press F12 to select a Batch. If there is one active Batch, it will be selected and its Control fields will overwrite what you entered. If they are the same as what you entered, there's no problem. But if the Batch is for Bank BA, the LA code you entered will be overwritten and, unless you are careful and notice it, you may start entering Invoices to the wrong Bank account.

---

The **Amount** field in this section is for a **Batch Total**, if you calculate and use one. It can be left at its default of zero. If you enter a batch total here, VISTA does no automatic comparison to the running total of the batch. You can, however, make your own comparison, because the last field in the section, **Cur**, will show a running total for the Batch as you enter Invoices. **Cur** is system-calculated and displayed in blue; you cannot enter anything directly into this field.

To **exit** the Batch Control section when it is as you want it, **press Enter**. There is no other way to move from Batch Control into the rest of the window.

## Vendor Information Section



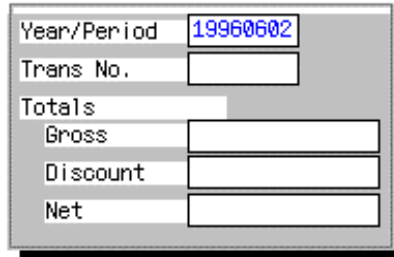
Above the Vendor Information box is the system box which shows you the **Mode** you're in. In the example above, **Modify** mode has been selected.

**Vendor:** Enter a **Vendor Number** or the first few characters of the **Vendor Name** and press **F12**. If you've identified multiple Vendors, choose the one you want from the Scroll Panel. When the Vendor is selected, the Vendor Number will be displayed in the Vendor field and the Vendor Name and three lines of Address will be displayed below the State Worked field. If the Vendor is not yet on file, a message to that effect will be displayed. Without closing the Invoice Entry window, go to the Main Menu A/P Vendor Vendor Entry and add the Vendor, close the Vendor Entry window, then come back to Invoice Entry, right-click on the Vendor field or click on the Vendor field to activate the cursor, and press **F12** again. This time, the Vendor will be found. For more information on selecting a Vendor see [“Selecting a Vendor”](#) on page 4-2.



**State Worked:** When you choose a Vendor, this field will be automatically filled in with data from the Vendor record (see ["Income Tax Section" on page 130](#)) and the field will be skipped. It is for 1099 reporting. If this Vendor is a 1099 Vendor and this Invoice is to be 1099'd and this field is blank or incorrect, Shift-tab back to fill in the two-digit State code where the Vendor worked for this Invoice.

## System Information Section



Year/Period	19960602
Trans No.	
Totals	
Gross	
Discount	
Net	

This section displays information updated by VISTA. The operator does not enter anything directly into these fields.

**Year/Period** displays the Year/Period chosen for this Batch and Invoice. It will be either the Current or Next Year/Period.

**Transaction** is the VISTA Transaction Number which is assigned automatically to every new system transaction. This number will change depending on the Function or Mode.

In **Add mode**, this field will initially be blank. When you **add** an Invoice, a **Transaction Number** will appear here - it is the number assigned to the Invoice you just entered. Note that the number is not assigned until **after you have pressed Enter and answered Yes to add the Invoice**. Until that point, if a number is showing here, it is the number of the previous Invoice added, not the one for which you may be entering data.

In **any other mode**, this field will contain the Transaction Number of the Invoice you are changing, viewing, or deleting. When you **Clear Screen** or the window is cleared to perform another operation, the field will be blank again.

---

**Note:** It is normal procedure when entering transactions to write the VISTA Transaction Number on the source document, in this case, the Invoice. To record the correct Transaction Number, always do it in this sequence: enter the Invoice data, press Enter, resolve any error or warning messages, answer Yes to add the new Invoice, then write down the number displayed in Transaction. In case you miss the number before closing the window, you may pick it up from the Audit reports or almost any other VISTA system report.

---

The **Totals** fields, **Gross**, **Discount**, and **Net**, display running totals of these three figures for the current Batch.

## Invoice Information Section

**Invoice:** Enter the Invoice Number (up to 20 characters long and left-justified). See ["Invoice Types and Numbering" on page 13-2](#) for more information.

---

**Note:** In **Modify**, **Inquire**, or **Delete** mode, press **F12** in the Invoice field to display a scroll panel of Invoices in the Batch for the Vendor you've selected.

---

**Date:** Enter the Invoice Date.

**Amount:** Enter the Invoice Total.

**REFERENCE:** Enter any reference data you choose. This data will remain a part of this Transaction and show on VISTA reports, but it is not a control field, just information.

## Check Requirements Section

### Check Code

To select a Code other than the default zero, you display and choose from a pre-defined list of valid Codes. This type of field is called a Combo List Box in Windows parlance.

If you know the Code you want to use, or you want to go with the default Code, zero, just Tab past the field.

**To view and select with the keyboard:** With the cursor in the Code field, press **Alt-Down Arrow** to open the list of Codes. There are more Codes than can be shown in the short display. To see all of the Codes, use the **Down** and **Up Arrow** keys to scroll through the list. To select a Code, **press Tab** when the Code you want is highlighted. The list will close, the cursor will move to the next field, and the Code you chose will fill the Code field.

**To view and select with the mouse:** Click on the arrow to the right of the field to open the list. Click on the up and down arrows at the top and bottom of the list's scroll bar to see the whole list. Click on the Code you want in the list. The list will

close and the Code you chose will be in the field. Tab to the next field to continue inputting.

**What the Codes mean:** Codes zero through nine and asterisk (\*) are used to group or segregate Invoices for a Vendor onto different **computer** checks.

The alpha Codes stand for the following types of entries:

- C Cancel - usually entered by automated check cancel/re-issue
- M Manual - usually entered by operator in Invoice Entry
- S Stop Payment - usually entered by operator in Invoice Entry
- Q Quick Check - entered by automated Quick Check print
- V Void - usually entered by operator in Invoice Entry or automatically in check re-start procedure

## ***Checks to be Printed by Computer***

**Check/Due Date:** Enter the date the Invoice is to be paid by. This is the date VISTA looks at when you select Invoices for check printing. (See [“Invoice Select” on page 14-2.](#)) The default date when entering an Invoice is your computer's current date.

**Description:** A 30-position description of the Invoice which will appear on the Invoice line on the **Check Stub**. It will appear on Batch Audit Transaction reports, but will not appear on any other VISTA reports. Use this description more for helping the Vendor identify the payment than for your identifying the cost; use Distribution Description for the latter.

**Code:** For the mechanics of choosing a code, see [“Check Code” on page 13-8.](#) For computer checks, Code is used to control the combination of Invoices on checks for a given Vendor. The codes to be used for computer checks are zero through nine and asterisk (\*). The alpha codes identify other types of check transactions and should not be used for computer checks.

Using different Codes, you can tell VISTA to group some Invoices on one check and another group on another check. The default Code is zero. Using the numeric Codes zero through nine, group Invoices into checks any way you want to. Invoices with Code zero will go on one check, Invoices with Code one will go on another check, etc. (all for the same Vendor, of course). To **force a separate** check for an invoice, use the asterisk (\*) Code. Every Invoice with an asterisk (\*) Code will be put on a check by itself.

**Number:** Always leave Number blank for computer checks.

## ***Manual Checks***

To input checks that have been typed or hand-written.

**Check/Due Date:** Enter the Check Date.

**Description:** Since this field appears on the check stub only (and the check has already been typed), there is no reason to put anything in this field for manual checks.

**Code:** For the mechanics of choosing a Code, see [“Check Code” on page 13-8.](#) For a manual checks, **always use Code M.**

**Number:** Enter the **check number**. It is not necessary to enter leading zeroes; the number you enter will be right-justified by VISTA automatically.

## Void Checks

To input checks that have been rendered unusable. Most productions establish a **"VOID" Vendor** to use when recording these checks through Invoice Entry.

VISTA distinguishes between **Void** and **Canceled** checks this way: A **Void** is a check that has never been issued and is unusable. A **Canceled** check is one that has been issued and entered into the system, then Canceled through VISTA's Check Cancel/Re-issue menu. To record an issued check as a **Stop Payment**, use VISTA's Check Cancel/Re-issue menu, then change the Check **Code** to **S** in Invoice Entry before posting the transaction.

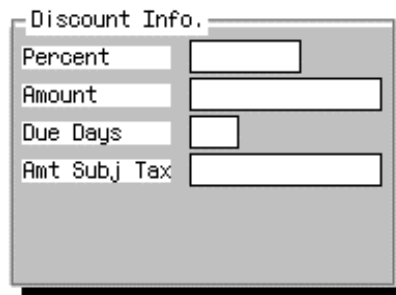
**Check/Due Date:** Accept the default date.

**Description:** Not necessary

**Code:** For the mechanics of choosing a [Code](#), see ["Check Code" on page 13-8](#). For void checks, **always use Code V**.

**Number:** Enter the **check number**. It is not necessary to enter leading zeroes; the number you enter will be right-justified by VISTA automatically.

## Discount Info Section



*If you use the Discount fields, VISTA expects the **Distribution** to total to the **Net Amount** of the Invoice, not the **Invoice total**.*

To take a direct discount on an Invoice without creating a second line of Distribution, use these fields. If you set up the Vendor with this information (see ["Discount Section" on page 11-7](#)), it will be automatically inserted here when you select the Vendor.

**Percent:** Percentage of the total Invoice to be deducted. If you key this field here, include the decimal point. Example: Ten percent is entered as 10.0. To clear a percentage, enter zeroes.

**Amount:** Will be calculated by VISTA based on Percent, or enter the discount amount (leaving Percent blank). To clear an Amount, enter zeroes. If there is a percentage in Percent, replace that with zeroes, too.

**Due Days:** Days after the Invoice date that the Discount is available.

**Amt Subj Tax:** This field displays a running total of Distribution Amounts tagged for 1099 reporting on this Invoice. It is displayed in blue and is not directly editable.

## Account Distribution Section

Page 01 of 60

☐ Adjust all PO's to Zero

P/O No.	Line Item	LO G/L DETL SET IN F	Amount	Ledger Description	Tax Code
01					
02					
03					
04					
05					

For a description of entering data in this section, see [“Account Distribution Entry” on page 4-10](#). For Void checks, enter any valid Account and zeroes in Amount.

When there is a PO connected with the invoice being entered, these following additional procedures are relevant.

A quick note: The Description field in PO's is only 25 positions, in Invoices, 40. You may want to expand or overwrite your PO Descriptions to include more detail.

## Invoices and Purchase Orders

When you select a PO in Invoice Entry, the data you entered into the PO record is automatically transferable to the Invoice record. The following table shows the relationship between the PO fields and the corresponding Invoice fields.

PO Entry Field	Invoice Entry Field	Notes
PO Number	PO Number	
Reference	Reference	Can be overwritten
PO Description	Check Description	Can be overwritten
Distribution Account	Distribution Account	Can be changed (see below)
Distribution Amount	Distribution Amount	Can be overwritten
Distribution Description (25 characters)	Distribution Description (40 characters)	Can be overwritten or added to
Distribution Tax Code	Distribution Tax Code	Can be overwritten

In order for a User to have the ability to ‘Adjust Purchase Orders to **Zero**’ from Accounts Payable, that User must have **Full** access towards that end, as established in **Setup, User Setup**. See the section titled **Access Options** on page 9-4 for details.

Neither zero-amount nor over-relieved Purchase Orders will appear within the selection of any scroll panel. In order to access such a P.O., the User must input the P.O. Number. (For further information regarding [Purchase Order varieties](#), peruse the so-titled section on page 12-2.)

When you’ve selected the P.O. you want to process with this particular invoice, with the cursor still in the P.O. field, F12 or a right-click will bring up a scroll panel showing all the lines of distribution for this P.O.

With the scroll panel listing the lines of distribution, select the one(s) you want by clicking (and dragging) and then clicking **Done**.

After you’ve selected certain lines, you can right-click the **P.O. No.** field containing an already selected P.O. number again to bring back the scroll panel and select

another line of distribution. When you do that, you will **replace** the line in that row with the new selection.

If your wish was to **add** another line, right-click within a **P.O. No.** field that is **blank**. In doing so, you are taken to the scroll panel listing the P.O. Numbers once more where you may select the same PO again. From that selection you can then proceed to the scroll panel listing the lines of distribution for **that** PO and select further lines of distribution for that invoice.

---

If that line has had an invoice applied to it, the dollar amount will be reduced by the invoice amount.

---

**Line Item:** Line item refers to the line number in the original PO set up in PO Maintenance. The line number is transferred onto your transaction in invoice entry for reference. It is not accessible for modification....

### ***Changing PO Distribution Account***

To change the account number to which a line item has been charged as it came across from the PO, simply type over the existing account number.

In doing so, you will effectively have made an adjustment to that PO, and the PO Reports will reflect that transaction with the new account number—The balance left on the PO will retain the original account number. If the original account number is no longer correct, then it must be changed in PO Maintenance.

### ***Changing PO Distribution Amount***

Similarly, the amount of that line item as it came across from the PO can be changed simply by typing over it and once again the PO Reports will reflect the revised amount when the invoice has been posted.

---

Purchase Order Reports and Cost Reports will not be affected until the invoices have been posted.

---

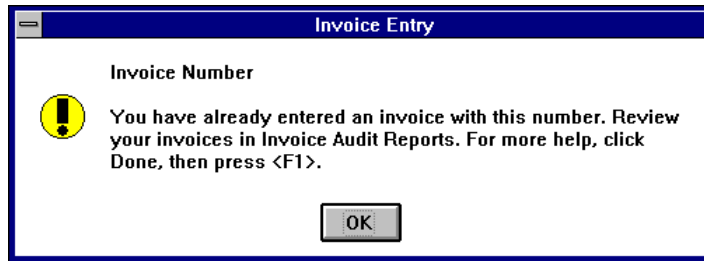
## **Finishing the Transaction**

To add the Invoice or register your changes or deletion, press **Enter**. If there are any errors in your entry or warnings to be issued, they will be displayed at this point. When errors and warnings have been handled ([see “Error Messages” on page 4-12](#) for common error messages; see following section for error messages specific to Invoices), you will be asked to confirm the entry or changes or deletion. Press **Enter** or **Y** or click on **Yes** to confirm. Press **N** or click on **No** to avoid updating.

## **Invoice Error Messages**

To clear an error message from the screen, **press Enter** or click **OK**. The error field will be highlighted in red and the cursor will be in that field.

**Duplicate Invoice Number Warning:** VISTA will warn you if you're entering an Invoice number that has been entered before for this Vendor. Note that this is **only a warning**. VISTA will not prevent this entry. Once you click OK, you are free to go ahead and add the duplicate Invoice Number.

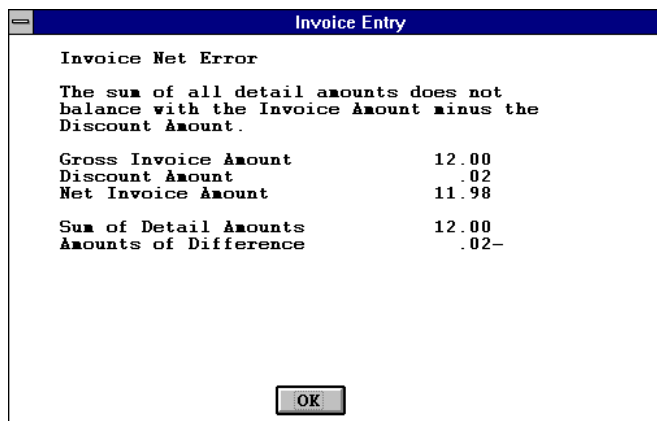


**Invoice Amount vs. Distribution difference:** If the total of your **Distribution Amounts** differs from the **Invoice Amount**, the following message is displayed, showing the difference. Press Enter to erase the message, then adjust either the Invoice Amount, the Discount Percentage and Amount, or the Distribution Amounts and **press Enter** again.

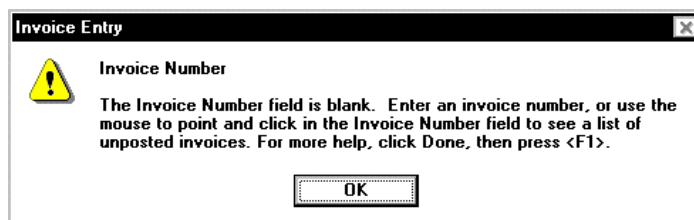
---

**Remember:** If you use the Discount fields, VISTA expects the **Distribution** to total to the **Net Amount** of the Invoice, **not** the **Invoice total**.

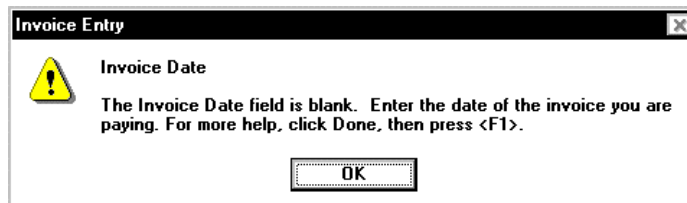
---



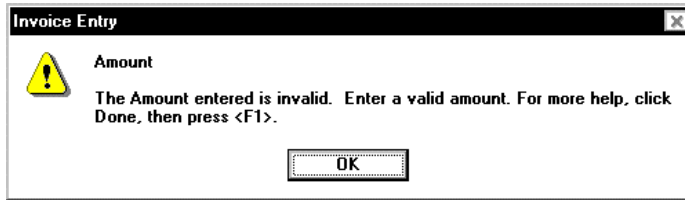
**Invoice Number is Blank:** This field cannot be blank. Enter an Invoice Number and press Enter again.



**Invoice Date is Blank or Invalid:** Invoice date must be a valid date in US format (MM/DD/YY). Enter a date and press Enter again.



**Invoice Amount is Invalid:** The only Invoice Amount that is invalid is blanks. Enter an Amount, even if it is zeroes, then press Enter again.



## Invoice Audit

**Purpose:** List Batches by Transaction and Distribution for review

**Required:** Company, Currency, Bank, Batch ID, Report By selection, Currency Conversion and Exchange Rate selections

**Defaults:** Report by Transaction, All Transactions, Native Currency, Budget Exchange Rate

Choose A/P Invoice Invoice Audit from VISTA's Main Menu.

**Right-click** in the **Batch** field to select from a scroll panel of un-posted Batches. Select one or as many of the Batches as you want to print.

**Note:** Multiple Batches are listed in one continuous report in Transaction sequence, multiple reports by batch in Distribution sequence. If you keep a complete set of reports for each Batch, you may not want to list more than one Batch at a time.

Choose **Report By** (report sequence) by entering **T** or clicking on **Transaction** or entering **D** or clicking on **Distribution**. If you wish to print both types of reports in one pass, enter **B** or click on **Both**.

To restrict the report to a range of Transaction Numbers, enter **from** (low) and **to** (equal or higher) Transaction Numbers. Leading zeroes do not have to be entered.

See [“Currency Report Options” on page 4-9](#) for information on setting the Currency options.

**Press Enter** or click on **Enter** to begin your report.



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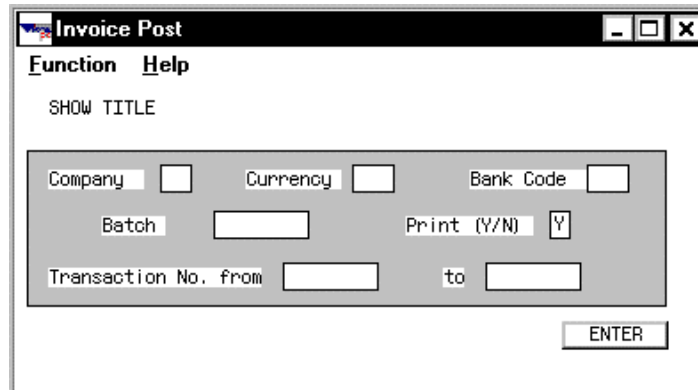
# Invoice Post

**Purpose:** Add Batch Transactions to System Transactions, post distribution charges to system accounts, post Batch Total to A/P Bank control account, delete Batch and Batch Transactions after all processing is complete; can post more than one Batch at a time

**Required:** Company, Currency, Bank Code, Batch ID, Print Yes or No

**Defaults:** Print, Yes; User defaults, if any, for Company, Currency, Bank Code

Choose A/P Invoice Invoice Post from VISTA's Main Menu.



The quickest way to select from open Batches is to right-click in the Batch field. If there is only one Batch available, it will be automatically selected. More than one Batch will be displayed in a scroll panel, and you can choose one or as many Batches as you want to post ([see “Highlighting More than One Choice” on page 4-3](#)).

If you choose more than one Batch, the fields in the Invoice Posting window will be filled with asterisks.

## Posting Report

To get a printed record of Invoice Posting, leave the **Print (Y/N)** field at its default of **Yes**. To bypass a report, enter **N** in this field. Printing a report and filing it is recommended for a thorough audit trail.

The report prints one line for each Invoice in the Batch. If you select multiple Batches, a separate report is printed for each Batch.

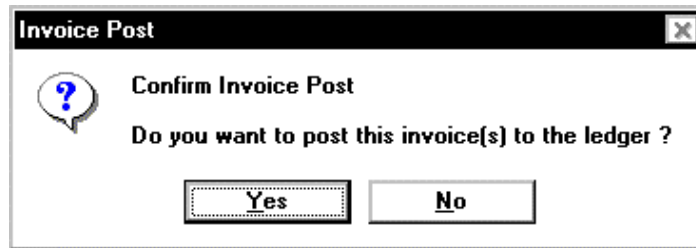
## Narrowing the Selection

To post selected Transactions in a Batch, enter a low and high Transaction Number in the Transaction No. **from** and **to** fields. This option should be used only when posting a single Batch.

This option should be used carefully, if at all. To post all Transactions in the Batch(es) being posted, leave these fields blank (default).

## Confirm Posting

To begin posting the selected Batch(es), press **Enter**. You will be asked to confirm posting as follows.



To proceed, press **Enter** or **Y** or click on **Yes**. To return to the Invoice Posting window without posting, press **N** or click on **No**.

## Mechanics of Invoice Posting

In the Invoice posting process, VISTA

- adds the amount of each Transaction to the Account balance in the Transaction's Account field
- credits each Invoice Amount to the A/P Control Account for the Company Currency Bank being posted ([see Setup A/P "Accounts" on page 9-12](#))
- adds each Transaction to the permanent Transaction file
- creates an offset Transaction using the Invoice's Transaction Number and Amount to reflect the posting to the Control Account and adds it to the permanent Transaction file
- deletes the Batch Transactions and Batch information

---

**Note:** As VISTA posts, you may notice a message in the Invoice Posting window that reads "Deleting transaction...." Don't be alarmed. This is VISTA deleting the original Batch Transactions after they have been posted to accounts and added to the system's posted Transactions.

---

This process takes place for all Transactions in any Batch posted, even for **Manual Checks**. The A/P Control Accounts are debited when a Check run is posted ([see "Check Register Post" on page 14-7](#)).

## A/P Suspense Warning



At the end of the posting routine, if there is a balance in the A/P Suspense Account for the Company Currency Bank just posted to, the warning above will be displayed. This warning will continue to be displayed after any Batch is posted to this Company Currency Bank combination until the balance is cleared to zero.

One source of entries to an A/P Suspense Account is a Quick Check Invoice that is not Modified before posting. [See “Quick Check” on page 14-9.](#)

# Modify Open Items

**Purpose:** Change State Worked or Check Requirements for A/P Open Items

**Required:** Company, Currency, Bank Code, Vendor, Invoice Number

Choose A/P Invoice Modify Open Items from VISTA’s Main Menu.

An A/P Open Item is an Invoice that has been posted but not “paid,” that is, not run through the Check Printing process ([see “Invoice Processing Stages” on page 13-2\).](#) Although you can change the State Worked field with this function, the primary use for Modify Open Items is to update the Check Requirements fields of Open Items before they’re selected for Check Printing. For example, you may want to change the Check Code of an Invoice to force a separate check for it. For another example, if you’ve entered an Invoice and then have to issue a Manual check for the Invoice before you print a computer check, use this function to insert the check date and number and change the check code to M.

Modify Open Items

Function Help

VISTA TRAINING VERSION 4.4

Company01

CurrencyUS

Bank CodeBA

Vendor Information

Vendor

State Worked

Year/Period

Trans No.

Invoice Information

Invoice

Date

Amount

P.O.

REFERENCE

Check Requirements

Check/Due Date

Description

Code

Number

Discount Info.

Percent

Amount

Due Days

Amt Subj Tax

Page 01 of 50

CO G/L PROD DETL ST IN F

	Amount	Ledger Description	Tax Code
001			
002			
003			
004			
005			

To display an Open Item, enter the Company Currency and Bank Code of the item you’re looking for and **press Enter** to leave the Control Section. Select the Vendor using F12 ([see “Selecting a Vendor” on page 4-2\).](#) Tab past the State Worked field to

the Invoice field. Press F12 to see the Open Items for this Company Currency Bank Vendor. Select the one you want; when the Invoice Number is in the Invoice field, **press Enter** to retrieve and display the Invoice data. The whole Invoice entry will be displayed, but all fields except the ones you can change will be displayed in blue.

Make any changes you want to the State Worked or any Check Requirements fields. **Press Enter** to record your changes.

**To reverse an open item**, change function to Reversal, select open item to be reversed and press enter. A Batch called OIREVERS will be created in invoice entry.

## Distribution Changes

**Purpose:** Change Invoice distribution without formal Journal Entry; create A/P Invoice Batch of changes with Batch ID of DISTCHGS

**Required:** Company, Currency, Bank Code, Vendor, Invoice Number

**Defaults:** Function, Add; Ledger Period, Current Period

**Delete:** No

Choose A/P Invoices Distribution Changes from VISTA's Main Menu.

**Distribution Changes**

Function Ledger Period Batch Help

VISTA TRAINING VERSION 4.4

Batch Control

Company 01

Currency US

Bank Code BA

Batch DISTCHGS

Vendor Information

Vendor

State Worked

Year/Period 2000/01/01

Trans No.

Totals

Gross

Discount

Net

Invoice Information

Invoice

Date

Amount

P.O.

REFERENCE

Check Requirements

Check/Due Date

Description

Code

Number

Discount Info.

Percent

Amount

Due Days

Amt Subj Tax

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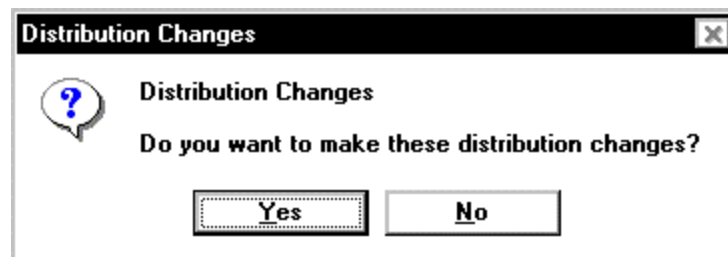
CO G/L PROD DETL ST IN F

	Amount	Ledger Description	Tax Code
001			
002			
003			
004			
005			

This menu choice gives you the opportunity to change the Distribution for any Invoice in the system at any time. It does not allow changes to any other aspect of the Invoice.

Enter the Company Currency and Bank of the Invoice to be changed. The Batch ID is automatically **DISTCHGS**. Press **Enter** to exit the Control section. Select the Vendor you want (see [“Selecting a Vendor” on page 4-2](#)). Tab past the State Worked field and press **F12** to see the Invoices for this Vendor. Select the Invoice you want to change. When the Invoice Number appears in the Invoice field, press **Enter** again to display the entire entry.

Every field in the Invoice will be displayed in blue except the Distribution fields. Make any changes you want to any of the Distribution fields, then press **Enter** to record the changes. The confirmation window below will appear. Press **Enter** again to accept the changes.



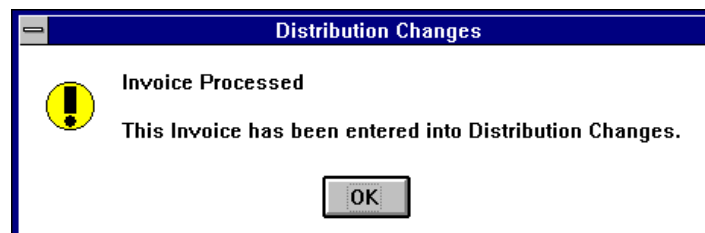
## The DISTCHGS Batch

When you change Distribution for an Invoice, a Batch is created with the Batch ID DISTCHGS. For every Invoice you're changing, it contains a credit to the old Distribution coding and a debit to the changed or new Distribution, even if you only change the Memo fields or Description. To change Memo fields or Descriptions without creating debit and credit entries, see [“Ledger Adjustment” on page 20-8](#).

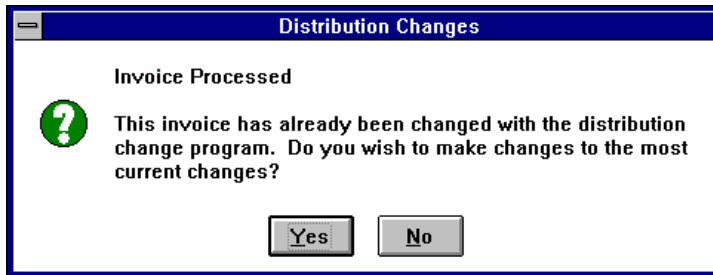
This Batch is not accessible in A/P Invoice Invoice Entry. It cannot be edited or deleted. It must be posted as is. It can be listed with A/P Invoice Invoice Audit, however.

## Subsequent Distribution Changes

Once you've accepted a change to an Invoice, you cannot change that Invoice again until the current changes are posted. If you try to access a changed Invoice a second time before the first changes have been posted, the following message is displayed.



The original (changed) Invoice is tagged by VISTA and cannot be changed again. The new entry, however, can be changed. To change the latest incarnation of the Invoice, press **Enter** or answer Yes to the query, and the latest version of the Invoice will be presented. To cancel the selection, answer No.



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Lines that have been changed previously with a distribution change will be in blue, and are *not* accessible.

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## Open Items Report

**Purpose:** Report A/P Open Items, Open Items Cash Requirements, or Open Items Aging to screen or printer for review.

**Required:** Company, Currency, Bank Code, Report Type, Pay Through Date

**Defaults:** Report Type, Open Items

Choose A/P Invoice Open Items Report from the VISTA Main Menu.

This menu choice offers three ways to look at A/P Open Items. To begin any of the three, enter the Company, Currency, and Bank Code for the items you wish to examine. Enter a Report Type and a Pay Through Date.

To print the report for a range of Vendors, enter Vendor Numbers in the From and To fields in Vendor Selection. Since these fields revert to Vendor Numbers instead of Names, this selection is not recommended.

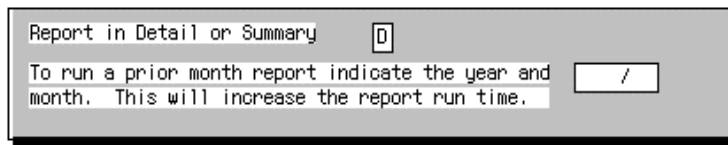
Depending on the report you choose, when you press Enter after filling in the above fields, the empty section of the Open Items Reports window will be filled with additional input fields. See the descriptions below.

## Open Items List

Choose this list by entering **O** in Report Type or clicking on the **Open Items** button. Enter a Pay Through Date and **press Enter**. The Detail or Summary and Prior Month fields are displayed for entry.

The default for Detail or Summary is Detail. To change it to Summary, enter **S**. To print the report for a prior month, enter the full four-digit Year and a two-digit Month.

**Press Enter** or click on the **Enter** button to begin the report. The Open Items list **Summary** prints one line per Vendor, showing the Vendor's Number and Name and Address, the Gross, Discount, and Net Amounts through the Pay Through Date, Future Amounts, and a Vendor Total. The **Detail** report is also by Vendor, but shows, within Vendor, each Invoice Type, Number, and Date, Payment Date, and the Amounts shown on the Summary version.



Report in Detail or Summary

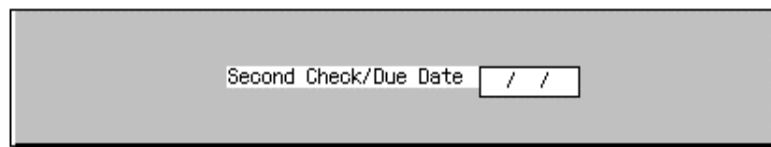
To run a prior month report indicate the year and month. This will increase the report run time.  /

## Open Items Cash Requirements

This report shows you how much money you will need to pay the current Open Items based on one or two Pay Through Dates and beyond.

When you choose Report Type **C** or click the **Cash Requirements** button and press Enter for the first set of control fields, a Second Pay Through Date field is displayed in the lower window section. Fill in this second date (must be higher than the first date) to see three divisions of requirements: up to the first date, between the first and second date, and anything beyond the second date (future). If you leave the second date blank, you will see two divisions: requirements up to the first date and requirements beyond the first date (future).

To begin the report, **press Enter** or click on the **Enter** button. The report shows each Open Invoice by Vendor, the Invoice Number and Pay Due Date, Gross, Discount, and Net Amounts, the totals required for the first Pay Through Date, the second (if any), and beyond.



Second Check/Due Date  /  /

## Open Items Aging

To see an aging of Open Items, enter A in Report Type or click on the Aging button. Enter a Pay Through Date and **press Enter**. Three new fields appear in the lower section of the window: Days in 1st period, Days in 2nd period, and Days in 3rd period. These are the aging periods used by the report. The defaults are 30, 60, and 90 days. If you want to change these, enter any three-digit number of days, each greater than the last, in each of the three fields.

To begin the report, **press Enter** or click on the **Enter** button. The report shows Invoices by Vendor, the Pay Due Date, the Net Amount, then sub-totals them according to the number of days beyond the Due Date based on the three period ranges you selected. By default, the report shows payments past due from 1-30, 31-60, 61-90 and over 90 days. 111

Days in 1st period	<input type="text"/>
Days in 2nd period	<input type="text"/>
Days in 3rd period	<input type="text"/>

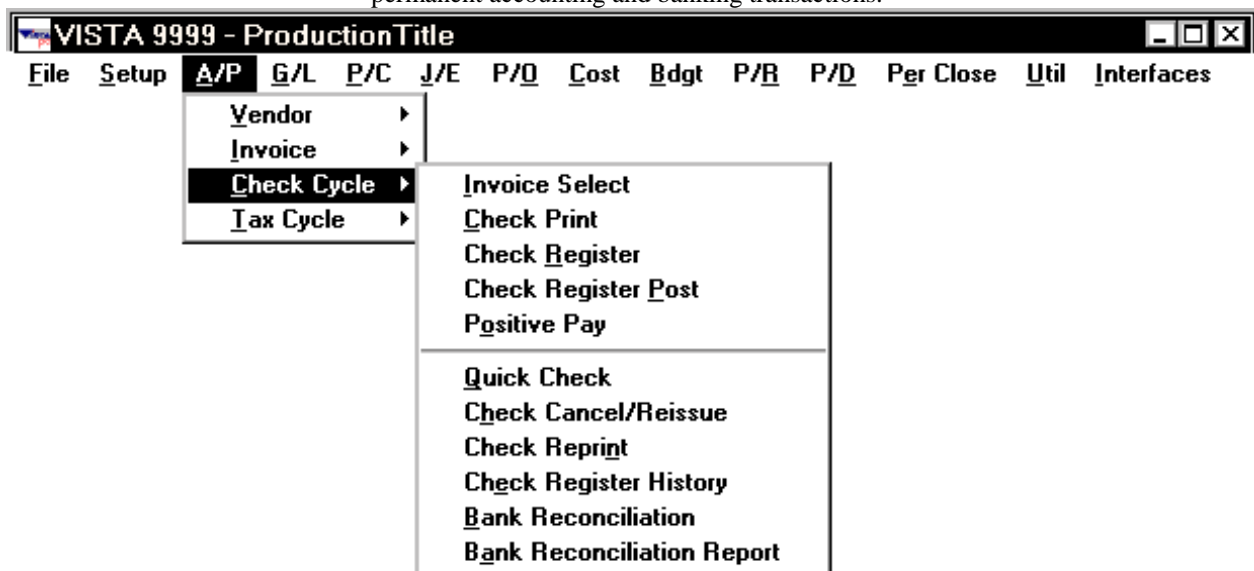


# Chapter 14: Checks - A/P Menu

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## Overview

VISTA's check processing cycle is the completion phase of what began as P/O or A/P input. The Check Cycle must be run to complete the records whether or not checks were actually printed. All checks—computer, manual, quick, voids, cancels, re-issues, stop payments—must go through this cycle in order to become part of VISTA's permanent accounting and banking transactions.



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**Note:** For Bank Reconciliation choices, [see “Bank Reconciliation” on page 14-17.](#)

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VISTA can print various types of checks on laser or dot-matrix printers, US or international formats. Check specifications are entered as part of the Bank Code record ([see Setup Bank “Check Print Fields” on page 9-12](#)). Laser checks are the prevalent form for VISTA.

## Ordering Laser Checks

If you do not have a regular supplier for laser checks, call our Customer Support department at (818) 955 6000 for recommendations. Over the years, EP has established a list of vendors with proven reliability and service.

## Sequencing Laser Checks

The sequential numbering of your laser check is not of any particular significance except to the extent that you must not duplicate any of the numbers within the same bank account (as designated by the combined **Company-Currency-Bank Code** id). Some like to start their check numbers at 1, and others at 101, 1001, etc..

## Typical Check Cycle

Following is a typical processing cycle for printing and posting checks in VISTA for a given Company Currency Bank combination.

**Invoice Select:** Pick the Invoices to be “paid.” As many as 500 Invoices (to a common vendor) may be paid with a single check.

**Check Register:** Print a preliminary Check Register, if necessary, to see what will be paid.

**Re-run Invoice Select:** Alter the Invoices to be paid, if necessary.

**Print Checks:** Print computer checks and process other checks and transactions.

**Check Register:** Print a register of checks processed.

**Check Register Post:** Post check printing transactions to accounts; debit A/P Control account and credit Bank account.

---

## Invoice Select

**Purpose:** Select Invoices/Checks to be printed/processed.

**Required:** Company, Currency, Bank Code, Pay Through Date

**Defaults:** Pay Through Date is Current Date

**Delete:** N/A

Choosing **A/P**, **Check Cycle**, **Invoice Select** from VISTA’s Main Menu brings up the following screen:.

Vendor invoices in VISTA are referenced to a specific bank and are identified by way of the combined **Company-Currency-Bank ID**. Selecting invoices to be paid is also done by reference to the same criteria. VISTA requests the bank of which checks are to be used to pay the invoices that are selected. Only the invoices entered under a certain bank code can be paid under that bank code.

The **Pay Through Date** defaults to the current system date. When the system brings up the list from which a User can select invoices for payment, it will include *only* those whose due date is equal to or less than this date.

To view all invoices awaiting payment, enter a **Pay Through Date** which is a few years in the future (e.g. 12/31/99).

To select only invoices belonging to one particular vendor, enter the vendor's number in the **Vendor** field.

To limit the choice of checks to a particular type (voids, cancels, a specific separate check code), select the type from the check type dialog box that pulls down to a list of valid codes. (Selecting a check type with the vendor field blank processes that check type for all vendors.)

Press **Enter** when these selection are complete.

A scroll panel lists all unpaid invoices satisfying the selection criteria. These are invoices to be paid. ***You do so by highlighting the invoices that you do NOT wish to pay***. On using scroll panels for invoices, please see [“Scroll Panels” on page 4-1](#).

---

**Note:** Manual, void, canceled and quick checks are not listed. They are automatically processed unless excluded explicitly with appropriate selection criteria.

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After highlighting any invoice(s) that are *not* to be paid, press **Done**.

VISTA brings up a summary listing of check type, the number of checks to be printed, the total amount. At the bottom it also reports the number of checks you need to mount in the printer.

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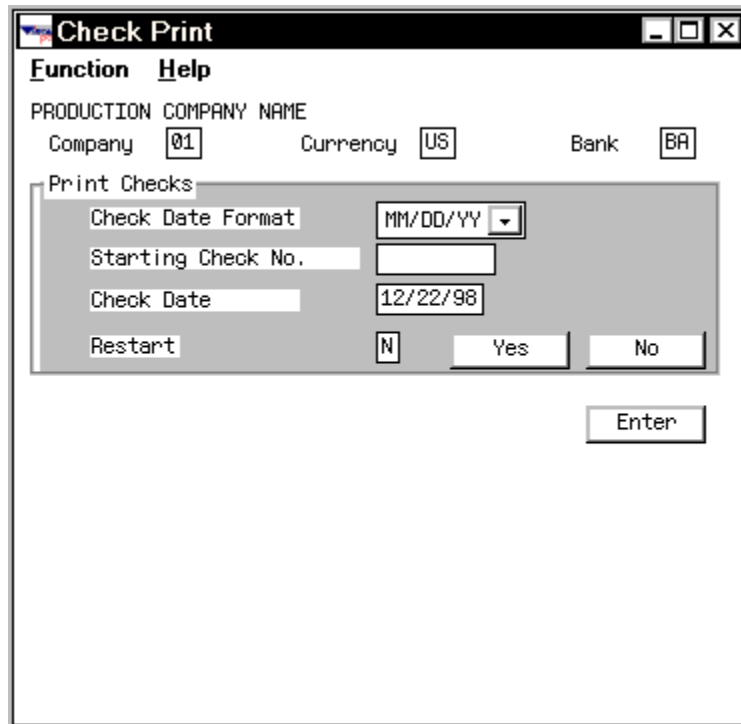
# Check Print

**Purpose:** To print checks for the A/P Invoices selected for payment, and to process Manual, Quick, Voids, Cancels and Reissues through the check print cycle.

**Required:** Company, Currency, Bank

**Defaults:** Check Date defaults to the current system date.

Choose **A/P**, **C**heck Cycle, **C**heck Print from the main VISTA Menu.



## ***Company-Currency-Bank***

Input the Company, Currency and Bank from which the A/P check run shall be drawn. Right-clicking, or hitting F-12, in any of these fields will summon choices from which to select.

## ***Check Date Format***

VISTA allows the User to select the format in which the check date will be printed on the A/P Check. Click the arrow at the right of this field to pull-down the menu from which to choose the Check Date Format.

## ***Starting Check Number***

VISTA requires the **Starting Check Number** for the current check run, which shall correspond to the number of the next physical check available for use. Properly mounted in the paper tray, it will be the first check to be pulled by the printer.

## Check Date

The check date defaults to the **current system date**, but this information may be modified by the User in this field.

## Restart?

Unless **Restarting** a check run, leave the **Restart** field with its default setting of **N** to tell the system this is a normal, first-time check run.

## Completing the Check Print

Press **Enter** when ready to begin printing checks. A message pops up to remind the User to load the printer tray with check stock. Only when this has been done, press **OK** to begin check printing.

Check printing in VISTA is controlled by two main parameters:

1. the specifications given when setting up the bank account in **Setup, Bank Account** that establish the check image to be used (laser, dot matrix, VISTA, etc.) and the number of copies; and
2. the type of printer you have dictates how the checks are to be loaded (check / copy or copy / check; face up or face down; top or bottom, or form feed).

When the printing is complete, another message pops up to remind the User to remove the check stock from the printer tray. When this is done, press **OK**. The check-printing screen is closed automatically by the system.

## Check Restart

The **Restart** option allows the User to recover during the current procedure when things have gone wrong with check printing--such as when some checks came out on plain paper, the check number sequence given does not correspond with the numbers of the physical checks, a power failure causes some of the checks not to be printed, etc..

This recovery is possible only *during* the current procedure. If a failure had not been noticed and the User proceeded with the complete check cycle through **Check Register Posting**, the only recourse is through the **Check Cancel/Reissue** function described further on.

Another companion function called **Check Reprint** is not to be confused with **Check Restart**. **Check Reprint** allows the reprint of check *copies, not originals*.

A **Restart** is initiated by specifying the **Company-Currency-Bank** code, completing the **Print Checks** panel with starting check number, check date and clicking the **Yes** button or entering a **Y** in the **Restart** check box (the default of which is **No**).

With regard to the *starting check number*, everything depends on whether or not any of the original checks were damaged in the abortive run. If none were (if the check run printed on plain paper, for example), the same **Starting** number may be used for the **Restart**. The **Range of checks to be Voided** fields would, in this instance,

be left empty. If all or some checks were damaged, enter the **from** number and the **to** number of damaged check stock that is to be voided by the system.

Press **Enter**. VISTA walks through the step-by-step loading, printing and removal of your check originals.

A **Restart** results from a mishap, an error or mistake. It is therefore recommended that the procedure be approached with great care and attention. When it is discovered that something went wrong with the printing, print the check register to compare the check data in the system with the actual physical printing that has been done. Identify every discrepancy between the system's records and the physical documents. Determine each recovery task as illustrated by the following example:

A check run of 20 checks, from check number 1001 to 1020, resulted in:

- 1001 to 1005 (5 checks) being printed correctly;
- 1006 to 1016 (11 checks) being unusable (e.g. grossly out of line, too faint to read, etc.), and;
- 1017 to 1020 (4 checks) never printed.

The User faces three separate tasks to recover from the malfunctioned check printing process:

- check numbers 1001 through 1005 are fine; this group need not be adjusted further;
- the second group of 11 checks (1006 through 1016) needs to be printed again. Because damaged check stock cannot be reused, these check numbers also have to be **voided**.
- The third group of four checks (1017 through 1020) never printed; thus the check stock may still be used.

To print new checks for those 11 damaged checks and for the four checks that never printed, complete the **Check Print** screen as follows:

- (a) give the new **Starting Check Number** (1017, since this is the first good physical check number);
- (b) enter **1006** in the **Range of Checks to be voided from** field;
- (c) enter **1016** in the **Range of Checks to be voided to** check number field, and;
- (d) press **Enter** to start the check printing process.

VISTA will walk through the step-by-step loading, printing and removal of your new check originals.

*Always run a new check register after performing a check Restart* to verify that the system data contained in the check register corresponds with the physical checks printed. If discrepancies exist, isolate the corrective measures that have to be taken and start afresh. Call EP for assistance if unsure about the procedures.

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## Check Register

**Purpose:** Print a **Check Register** to verify the check data that has been recorded in VISTA after your check print runs.

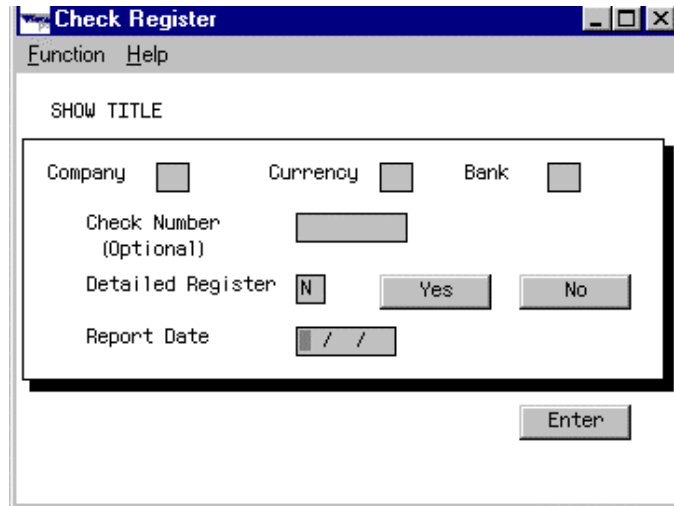
*Check Registers cannot be printed for previously posted check runs*

**Required:** **Company-Currency-Bank** code.

**Defaults:** Summary Register--i.e. no details; Report Date is current system date.

A **Check Register** can be run as many times as desired for the most recent check print run for a selected **Company-Currency-Bank** code. Check registers for posted check runs can, however, be reprinted through **Check Register History**.

Choose **A/P, Check Cycle, Check Register** from VISTA's Main Menu:



Select a Check Register for a specified bank by giving the combined **Company-Currency-Bank** code.

A User may print check register information for a single check by entering a **Check Number** in this field. Leaving it blank selects all checks that were included in the most recent or latest check print run.

The Register may be run in either a detailed or a summarized format. The latter is the default. Defaulting to a summarized report and pressing **Enter** immediately initiates the report printing.

Choosing **Yes** for a **Detailed Register** pops up two dialog boxes asking if the register is to include:

1. invoice details, and;
2. account distribution information.

After you making these choices, the printing of the register begins automatically.

Review the register thoroughly. Make any corrections that are necessary. Distribution changes can still be made at this stage (through **A/P, Invoice, Distribution Changes**). Reprint the Check Register after any corrections. Repeat the process until the information is correct.

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## Check Register Post

**Purpose:** To post the checks written in the check runs to the ledgers

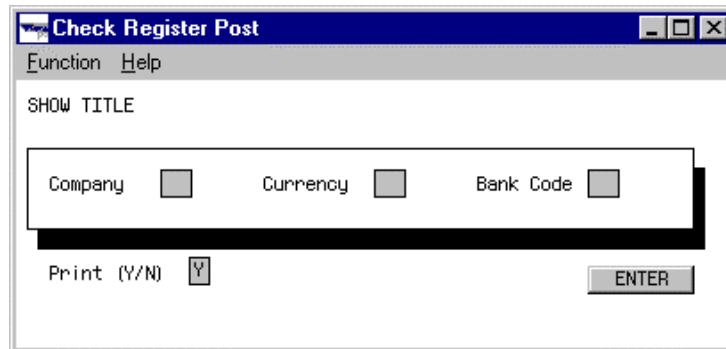
**Required:** The **Company-Currency-Bank** code of the bank.

**Defaults:** Yes to printing a report of the posting.

The **Check Register Post** function records the issue or printing of checks in the system ledgers.

In the general ledger, the A/P Control and the Cash Control accounts are debited and credited respectively. In the accounts payable (or open items) ledger, the vendor accounts are updated and open items closed as appropriate.

Choose **A/P, Check Cycle, Check Register Post**.



Enter the **Company-Currency-Bank** code to select the bank whose checks are being posted to the ledgers.

A right-click or **F12** in the **Company** field brings up the bank(s) for which there are checks issued and waiting to be posted. If there is nothing to be posted, the system advises accordingly.

Leave the default **Yes** to **Print** a report of the posting transaction (recommended); change it to a **No** if one is not desired.

**A check register post must be run before you can run invoice select again for the same currency-bank code**

*This process must be complete before beginning another check cycle for the same currency-bank code*

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## Positive Pay

**Purpose:** To create a file of check information that can be transmitted to a financial institution before the check is cashed.

**Required:** **Template, Company-Currency-Bank** code of the bank.

The **Positive Pay** function creates an output file and printed report of check information for all checks that have been processed in VISTA, through either the regular Check Print function or through the Quick Check function..

Choose **A/P, Check Cycle, Positive Pay**.



A right-click or **F12** in the **Template** field brings up the scroll panel of templates available for creating the output file.

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**NOTE:** Templates are set up by Entertainment Partners Customer Support, and are created to the detailed specifications, provided by the studio and the bank, of each production.

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The printed report will show the Transfer code for this file. If the transfer file is lost, the User may recreate the transfer by entering the code in the retransfer field.

Enter the **Company-Currency-Bank** code to select the bank of which checks are to be included in the output file. Press **Enter** to begin processing.

An output file will be created and stored in the **DISC\UPLOAD** directory. The studio will provide instructions regarding how and where to send the output file.

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## Quick Check

**Purpose:** Allows printing of checks without performing any of the otherwise prerequisite processes.

**Required:** Company-Currency-Bank identification code; Vendor, Check Number; Invoice Date; Invoice Number; Gross (amount).

**Defaults:** Check Date defaults to the current system date and *cannot* be changed.

## Overview

The **Quick Check** (QC) function allows the printing of a check for a vendor immediately without performing the VISTA processes of invoice entry, audit, posting and select.

QC transactions are held together in a special batch called QCBATCH. QCBATCHes are identified by the **Company-Currency-Bank** code and **Batch ID**.

Invoices related to a quick check may be entered at the same time the **Quick Check** screen for the check is completed.

If there unpaid invoices have been entered as items for the vendor to whom a **Quick Check** is to be issued, a right-click (F12) brings up those invoices. Double-clicking same brings them into the **Quick Check** screen to be paid with a quick check. A previously entered, unpaid invoice may be paid along with an invoice not previously entered in the system on the same quick check. The **QCBATCH** will contain *only* the invoice(s) *not* previously entered in the system through **Invoice Entry** even though the quick check amount itself will *include* the invoices previously entered as well as the invoices entered in the **Quick Check** screen.

The invoices previously entered in **Invoice Entry** will be found under their original batch and must be processed through the rest of the A/P functions (Invoice Select, Check Register, Check Register Post, etc.) under that batch.

If all the invoices being paid with a quick check had already been entered previously through **Invoice Entry**, the system will *not* create a QCBATCH for that check although the check will be clearly marked '**QC**' to indicate that it was printed through the **Quick Check** function.

VISTA **Quick Check** proofreads for duplicate invoices and self-corrects. If there is an unpaid invoice in the system for a vendor and a User attempts to draw a quick check by entering that invoice number, VISTA will recognize the invoice and process that invoice versus treating the number that the User entered as a separate or new invoice. VISTA will note this procedure by inserting an asterisk to the left of that invoice number on the screen.

Furthermore, if a User enters such an invoice number but with an amount that is different from the original, VISTA will automatically correct the amount to the original amount of the unpaid invoice already in the system.

The **Quick Check** function also checks for duplicate check numbers, and offers the opportunity to correct for duplicates.

## The Quick Check Procedure

Choose A/P, Check Cycle, Quick Check.

**Quick Check**  
Function Help

Company 01 Currency US Bank Code BA Trans No.

Page 01 of 8

INVOICE DATE	INVOICE NUMBER	DESCRIPTION	GROSS	DISCOUNT	NET
// //					
// //					
// //					
// //					
// //					

Printed Check Date Format MM/DD/YY

PRODUCTION COMPANY NAME

VENDOR NO.	CHECK DATE	CHECK NUMBER	PAY EXACTLY
<input type="text"/>	// //	<input type="text"/>	<input type="text"/>

PAY exactly

PAY to the order of

The bottom half of the window is an image of the **Quick Check** to be printed.

### Company-Currency-Bank Code

The bank on which the Quick Check is to be drawn is selected by the **Company-Currency-Bank Code ID**. A right-click lists the banks set up in the system identified by the same combined ID and bank name.

### Vendor

After selecting the bank, tab to the **Vendor Number** field. Tabbing to this field before selecting a bank or after selecting an *invalid* combined bank code is not allowed; the blank or invalid fields will be highlighted in red to warn of the omission or the invalid code. Once the vendor is selected, the check image at the bottom fills in automatically.

### Check Date

The **Check Date** defaults to the current system date, but can be modified by the User via input to this field.

## **Printed Check Date Format**

VISTA allows the User to select the format in which the check date will be printed on the Quick Check. Click the arrow at the right of this field to pull-down the menu from which to choose the Check Date Format.

## **Check Number**

Provide VISTA with the appropriate **Check Number**. This number *must* correspond with the preprinted number on the physical check.

## **Invoice Date-Invoice Number-Amount**

**Invoice Date**, **Invoice Number** and **Amount** must also be entered. If there are any unpaid invoices (open items) for the selected vendor, a right-click in the **Invoice Number** field summons a list of the invoice numbers of open invoices, along with the corresponding system transaction numbers for reference. If there is *only one* unpaid invoice for the selected vendor, then that invoice defaults into the Quick Check window. If that is not the invoice to be paid via the Quick Check, that line may be written over.

VISTA will automatically add the invoice input amounts, deduct any discount and print a Quick Check for the correct total.

## **Completing the Quick Check**

When all the invoice information is input, press **Enter**. VISTA will begin the printing process by reminding the User to load a check on the printer. When this is done, click **Yes**.

After confirming the printer name and type to which the Quick Check is to be routed by highlighting the choice and clicking **OK**, the system prints the check. When the QC has finished printing, VISTA will ask if copies are needed. Verify that appropriate check stock is loaded before responding.

To expedite the processing of the Quick Check, VISTA automatically assigns the distribution to the A/P Suspense Account for the selected bank. Therefore, once the Quick Check has printed, modify the distribution via **Invoice Entry**, Modify mode, in the **QCBATCH**. Print an **Invoice Audit Transaction Register** and post the **QCBATCH**. The rest of the check processing steps required for Quick Checks (Invoice Select, Check Register, Check Register Post) will automatically include the Quick Checks when the normal Computer-Issued Checks are processed. If no other *normal* computer checks have been printed, the system requires these processes to be run just for the Quick Checks before the books can be closed.

## **Trans No.**

The **Transaction Number** at the top right corner of the screen indicates the last quick check that was printed. It comes into view immediately after printing the original quick check and before printing a copy of that check.

Some VISTA inquiries are made by reference to the **Transaction Number**; note it for future reference on the invoice for which the quick check has been drawn.

---

# Check Cancel/Reissue

**Purpose:** Cancel a check, or Cancel a check to reissue it with or without changes.

**Required:** Company-Currency-Bank Code, Vendor Number and Check Number

**Defaults:** Check Date, today's date

## Overview

The following distinction may help clarify the exact functionality of certain VISTA capabilities:

- **Check Restart** allows a User to *reprint* the same check numbers (from the system's point of view) when the check stock itself was never used--e.g., when the printing was done on plain paper by mistake. This is only possible *before* **Check Register Post** has been run.
- If posting has been done, use **Cancel/Reissue**. Cancel the original unusable check number and reissue a new check to the vendor. Anything about the payment may be changed in reissue.
- **Check Reprint** is actually a reprinting of *copies*, clearly marked as such, which cannot be used as negotiable instruments

The **Cancel/Reissue** function allows a User to cancel a check. The function then goes the extra step of allowing the User to reissue another check; possibly, but not necessarily, for the same invoices. This saves the effort of having to re-input the same invoice data.

*A **CRBATCH** cannot be created via **Invoice Entry***

Cancel transactions and reissue transactions are held in a batch called **CRBATCH** which is automatically created by VISTA..

In the **CRBATCH**, **Cancel** transactions are credits or negative amounts (just like credit notes). **Reissue** transactions are debits or positive amounts (just like invoices). Although a **CRBATCH** adds up to zero, checks will be printed for the debit amounts.

*To enable VISTA to print zero-amount checks, refer to **Setup, Bank Account**.*

By contrast, if there is a normal batch created through **Invoice Entry** with invoices and credit notes that add up to zero, no checks will print. The check register still needs to be printed in this instance in order to process the latter transactions through the complete check processing cycle before printing checks for that bank.

**CRBATCH** data must also be processed through the A/P cycle (invoice post, invoice select, check printing, posting, etc.) to record the transactions in the books. The next time the check processing cycle for normal checks is run, the **CRBATCH** transactions will automatically process as well.

## The Check Cancel/Reissue Procedure

Choose A/P, Check Cycle, Check Cancel/Reissue.

The **Check Cancel/Reissue** screen is identical to the **Quick Check** screen, including the check image in the lower half of the screen. Identify the bank account on which the check that is to be canceled was drawn by entering the combined **Company-Currency-Bank Code**. VISTA proofreads the input. When valid data is detected, the system tabs over to the **Vendor** number field.

If a valid vendor with a check number of a check that is payable to another vendor are entered, VISTA displays a message that the check cannot be found.

*Check dates initially default to the current system date.*

If a valid vendor with a number of a check payable to that vendor are entered, but the check date is wrong, the system changes the check date entered to the check's correct date.

When all the correct check information is input, VISTA brings up all invoice details associated with the check as well as the details of the check image. Review this information and proceed with the cancellation. VISTA confirms the cancellation with a dialog box. Pressing **No** returns VISTA to the **Cancel/Reissue** screen with the check details intact to allow further review. Pressing **Enter** again returns to the confirmation dialog box. Press **Yes**, the system proceeds with the cancellation by displaying another dialog box confirming its action and asking if a **Reissue** check for the same invoices is desired

A **No** ends this stage of the procedure and returns to an empty **Cancel/Reissue** screen. A **Yes** displays another dialog box asking if changes to the vendor number, bank code or check date are to be made.

A **No** ends the procedure. A **Yes** instructs the User to make the changes and press **Enter** to continue. Click **OK** to leave the dialog box for the **Cancel/Reissue** screen to make the desired changes.

After the changes, pressing **Enter** ends the procedure with the message further changes can be made before the check is reissued by accessing this transaction in the **CRBATCH** through **Invoice Entry**.

The next time a complete check cycle is run the cancellation will post along with any other checks.

---

# Check Reprint

**Purpose:** Print copies of checks

**Required:** Company-Currency-Bank Code, Check number(s) to print

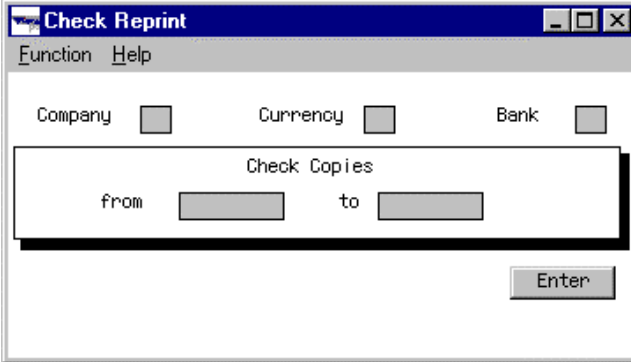
## Overview

The **Check Reprint** function prints copies of checks for the selected bank. The copies cannot be used as negotiable instruments and are marked as 'CHECK REPRINT'.

**Check Reprint** is useful in cases in which the copies printed previously have been lost, or in which file copies were not printed at the time the original checks were printed.

## The Check Reprint Procedure

Choose AP, Check Cycle, Check Reprint.



*Load the printer tray with the desired paper stock before pressing **Enter**.*

Enter the combined **Company-Currency-Bank Code** to identify the bank whose check copies are to be printed. Enter the check number or number range you wish to print. Press **Enter**.

---

# Check Register History

**Purpose:** Print a register of checks from past check runs

**Required:** Company-Currency-Bank Code

**Defaults:** Report Date to today's date; Check Number to all; Year Period to all; No to details on register

## Overview

A **Check Register** can *only* be printed for checks in a current check cycle *before* that check register is posted (through the **Check Register Post** function).

*A check register history can be printed for **several** check runs on the same register.*

Once a current check register has been posted, the only way to get another register is through **Check Register History**. Checks that are sitting in batches going through a current check cycle that has not completed the **Check Register Post** process are not included in a **Check Register History**

## The Check Register History Procedure

Choose **A/P, Check Cycle, Check Register History**.

Check Register History

Function Help

SHOW TITLE

Company ☐ Currency ☐ Bank ☐

Report Date 03/08/08

Check Number from to

Year Period from to

Detailed Register ☒ Yes No

☒ Computer ☒ Voided

☒ Manual ☒ Zero Checks

☒ Canceled ☒ Quick Checks

☒ Stop Payment

☐ Create Export File? Enter

Input the combined **Company-Currency-Bank Code** to identify the bank whose checks you want to appear in the check register. The **Report Date** is purely for time reference and defaults to the current system date.

A register for a check or a check range may be requested. If the **Check Number(s)** entered do not exist, VISTA advises that it has found no information based on the given criteria. Pressing **Enter** with these fields blank defaults to all checks in the system for that bank.

A User may further narrow the report to specific VISTA **Year Period(s)**. Pressing **Enter** without specifying any **Year Period** enables VISTA to pull the checks for all year periods.

The last option regards check information. Answering **No** to **Detailed Register** initiates printing. A **Yes** prompts the User for specific **Invoice** details and then **Distribution** details. The amount of information on the register corresponds to the choices made.

A User may select the types of checks to be included with the request. The standard default is to include *all* check types. To *exclude* check types, simply click on the checkbox to deselect a type.

Further data manipulation can be affected by exporting the report to Excel. Click the **Create Export File?** checkbox.



---

# Bank Reconciliation

**Purpose:** Match bank account deposits and check disbursements against bank statements

**Required:** Company-Currency-Bank Code

## Overview

The **Bank Reconciliation** function is the first of a two-part VISTA procedure that reconciles the bank balance, per the general ledger, with the balance as reported on the bank statements as of a specified date.

This first part allows a User to match the deposit and disbursement entries as shown in the general ledger against the entries on the bank statements.

The second part, **Bank Reconciliation Report**, covered in the next VISTA menu command, provides a worksheet to facilitate agreeing the two balances by accounting for deposits, checks and other reconciling items that are in one set of records and not in the other and for errors, omissions, etc..

The **Bank Reconciliation** worksheet works as follows:

1. It lists in the lower part of the screen, ten at a time, every transaction processed through VISTA, for this bank account (the account number declared for **A/P Cash** under the **Setup, Bank Account** menu command) for all year periods up to the current year period, that has not yet been run through this **Bank Reconciliation** process.
2. By manually matching the latter transactions so listed on the screen against the entries in the bank statement and marking them with a 'c' whenever you have a match, VISTA credits and debits the above opening balance with disbursements and deposits respectively.

The field titled **Current Bank Statement Balance** allows a User to enter the closing balance as shown in the current bank statement top which the book balance is being reconciled.

## The Bank Reconciliation procedure

Choose A/P, Check Cycle, Bank Reconciliation.

*Note: To get a snapshot of the Reconciliation Report click on the “View Reconciliation Status” button.*

**Bank Reconciliation**

Function Help

VISTA TRAINING VERSION 4.4

Company  Bank Name  
Currency  Bank Account  
Bank  CO G/L PROD DETL ST  
G/L Cash Account 1   
G/L Cash Account 2   
Enter Current Bank Statement Balance  Date   
xx Mark those items that appear on bank statement with the letter C.  
xx When completed hit the ENTER key to continue with the reconciliation process

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Enter the **Company-Currency-Bank Code** needed to identify the bank account being reconciled and press **Enter**. VISTA allows the reconciliation of *two* accounts. For example: a funding account for deposits; *and* a disbursement account for checks, etc.

Refer to the production's current bank statement and enter the *closing balance* in the **Current Bank Statement Balance** field.

*These entries are listed ten at a time. Use the **PageUP** and **PageDown** keys to view the items on the next page or go back and forth between pages.*

The next step in the reconciliation process is not VISTA function or activity. The User must carefully examine the entries on the bank statements and match as many of them as possible with the list of transactions that VISTA has posted to the bank account in its books. Enter a '**c**' in the check box opposite each item as it is accounted for on the bank statement.

**A word of caution:** After the last item at the bottom of a page, the cursor jumps back up to the top of that screen; the **Current Bank Statement Balance** field. Be mindful of the cursor position because the system will let you enter '**c**' in that field.

Be sure that **every item** on the bank statement has been either matched **or** noted in order to account for it as a reconciling item or adjust the book balance with (adjustment, correction, interest earned, bank charges, etc.) in the next step of the reconciliation process (the **Bank Reconciliation Report** function).

When this examination of the two sets of records is complete and as many entries as possible have **cleared**, press **Enter** to end the procedure.

At that point, VISTA offers two options: to (1) Save Partial Reconciliation or (2) Post Completed Reconciliation.

If all possible entry matching has been done and all the reconciling items have been noted for use in the reconciliation, **Post** the reconciliation to complete the reconciliation process with **Bank Reconciliation Report**.

If the matching task has not been complete, or needs further research into unmatched items, discrepancies, etc., **Save** the reconciliation work so that work can resume on at a later time.

Whether **Posted** or **Saved**, the Bank Reconciliation Report may be run for information--see the next step below.

---

## Bank Reconciliation Report

**Purpose:** Print bank account transactions and reconciliation statement

**Required:** Company-Currency-Bank Code

**Defaults:** Report Date is current date, includes all checks and all year periods

### Overview

When running the **Bank Reconciliation Report without Posting** the matching work done in the **Bank Reconciliation**, the report lists all the transactions that were matched and remain to be matched for the current period's reconciliation.

The matched items show a **check status** of '**u**' for cleared but **unposted**. The unmatched items have a **blank** check status.

*If a transaction listing of these items with the check status is desired, do not **Post** the reconciliation the first time around.*

## The Bank Reconciliation Report Procedure

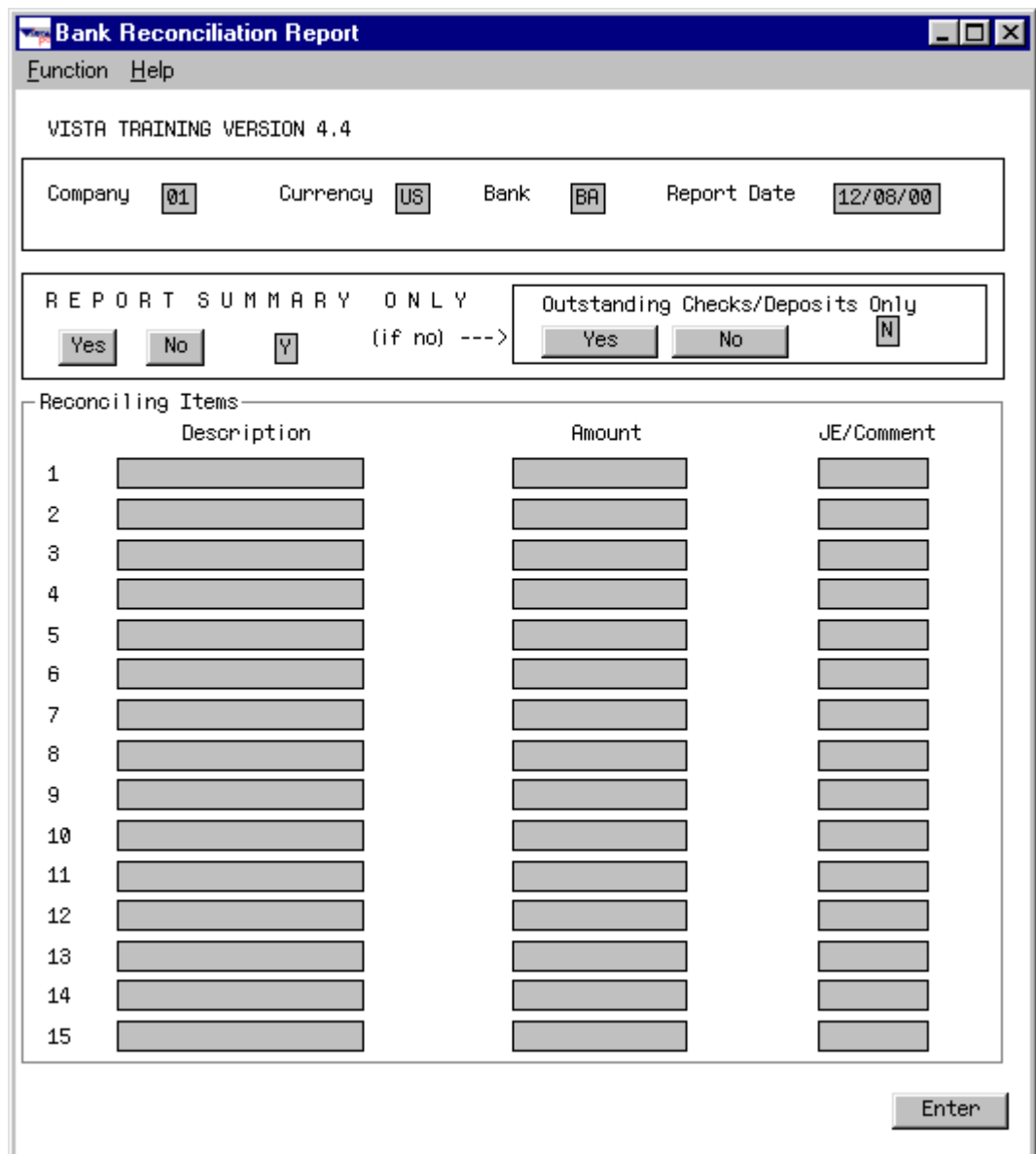
Choose A/P, Check Cycle, Bank Reconciliation Report.

Identify the bank being reconciled by entering the **Company-Currency-Bank Code**.

The **Report Date** defaults to the current date.

The **Report Summary Only** field defaults to **YES**. If a full report is desired, select **NO** for this option.

As explained in the above Overview, if the Bank Reconciliation has been **Posted** and a listing of *all* transactions, cleared and uncleared is desired, click **No** to the **Outstanding Only** option.



The screenshot shows a software window titled "Bank Reconciliation Report" with a menu bar containing "Function" and "Help". Below the title bar, it says "VISTA TRAINING VERSION 4.4". The main area contains several input fields and a table.

Input fields:

- Company: 01
- Currency: US
- Bank: BA
- Report Date: 12/08/00

Report Summary Only section:

R E P O R T S U M M A R Y O N L Y (if no) --->

Buttons: Yes, No, Y

Outstanding Checks/Deposits Only

Buttons: Yes, No, N

Reconciling Items table:

	Description	Amount	JE/Comment
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

Enter

In the **Reconciling Items** section, enter those items that must be taken into account (adjustments, corrections, interest earned or charged, bank charges, etc.) *that are yet to be booked in the ledger or corrected by the bank* in order to get the ledger balance and the bank balance to agree.

If everything has been accounted for, the two balances will agree. If they don't agree, further research is required to account for the difference.

Book these reconciling items in the ledger separately by **Journal Entries**. For the next reconciliation, Mark these items as **cleared** as they've effectively been cleared against these current bank statements although they will be listed *by the system as current activity in the next reconciliation*.

The corrections that the bank has to make in their books need not be journaled, but do keep track of them and check that they appear in future bank statements so as to account for them accordingly in future reconciliations.

Press **Enter** and the system will print out the reconciliation report.

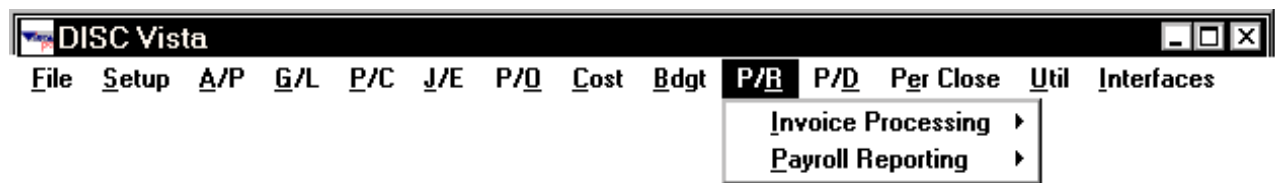
It will list the outstanding items only or all items depending on your choice. The last page of the report summarizes the reconciliation statement by giving a count and a total of the outstanding checks broken down by type (computer, manual, quick, etc.) as well as a total counts and amount.

*This page left blank intentionally.*

# Chapter 15: VISTA Payroll History Reporting System

---

## Overview



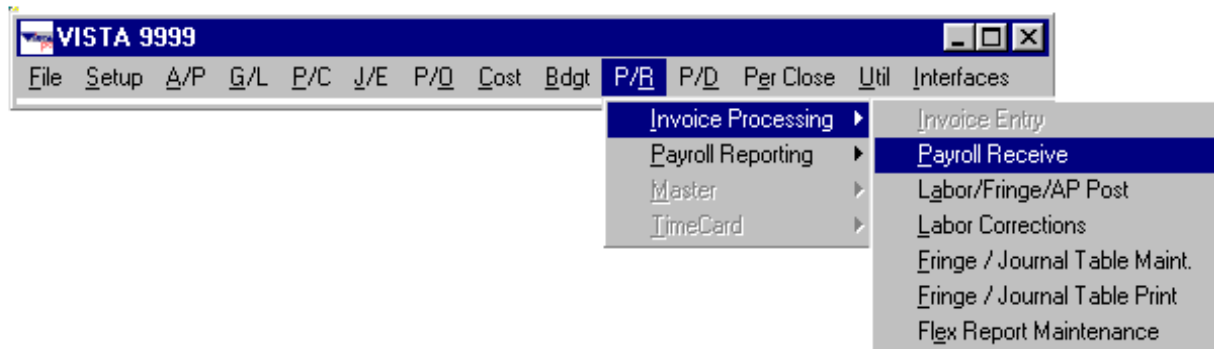
The Vista Payroll History Reporting System (VPHRS) has been designed to provide our users with some of the same payroll information that is available at Entertainment Partners. Union reports, check registers, fringe reports, and more are now available in the payroll module of your Vista Production Accounting System. In addition to providing our users with these valuable reports, edits and /or invoices are now available electronically via modem in addition to the traditional method of receiving a diskette.

## Mechanics of Payroll Processing

This is the basic procedure VISTA follows in applying payroll transactions to the General Ledger. As soon as a User posts a payroll invoice, the associated costs are recorded in the ledger. Labor and fringe are charged to the payroll cost accounts and the offset totals are charged to the payroll clearing accounts. When a User posts the Payroll invoice to A/P, payroll-clearing accounts are debited and the A/P clearing account is credited. When the payment is processed the A/P clearing account is debited and the specified cash account is credited.

---

## Payroll Invoice Processing



The most basic functions of VISTA Payroll are found within the **P/R; Invoice Processing** module. These functions also serve as an effective introduction to the Payroll Processing Cycle.

### Payroll Processing Cycle

The following is a typical production payroll cycle taking full advantage of EP's payroll processing "automation" sequence.

**Payroll Receive:** Download the payroll file into VISTA. At this point a User will be able to audit and adjust the invoice prior to posting.

---

**NOTE:** Users with **Location Check Print** capabilities will be able to generate their production's payroll checks after the invoice has been received **but before the invoice is posted**.

---

**List and Review Labor and Fringes:** List the labor and fringe charges in detail using the List option of Labor/Fringe/AP Post. Review for accuracy and make corrections using P/R Labor Corrections or P/R Fringe Table Corrections.

**Re-List Labor and Fringes:** List the detail again to make sure corrections were made accurately.

**List / Post Labor and Fringes; Post Invoice to A/P:** List and post labor and fringe costs to the ledger. To create an A/P Batch (PRBATCH) which will automate the invoice entry process for the A/P item, be sure to answer 'Y' to the "Post to A/P" option on the screen.

**Process PRBATCH through A/P:** Complete the payroll cycle by following the standard A/P process for the payroll invoice.

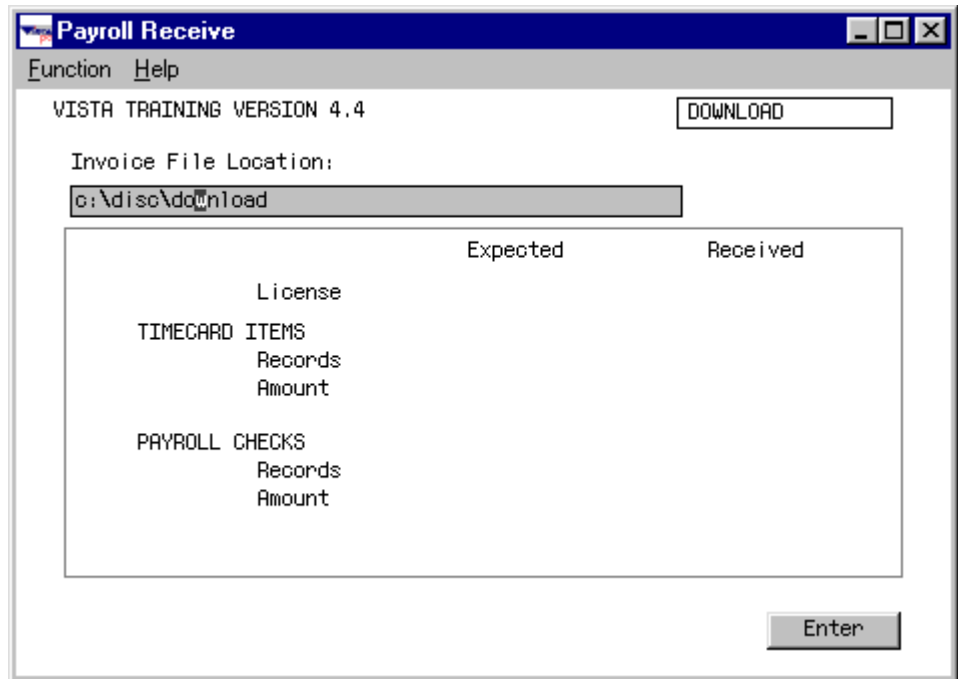
---

## Payroll Receive

**Purpose:** Download a payroll invoice from diskette or folder

**Required:** Payroll file (either on diskette or loaded onto the production's hard drive electronically)





## Downloading a Payroll File

To download a payroll file into VISTA from diskette or folder, choose **P/R, Invoice Processing, Payroll Receive** from the VISTA Main Menu.

*Users with payroll invoices delivered on diskette:*

Insert the payroll invoice diskette in the diskette drive and designate the appropriate drive path. **Typically A:\**

*Users with Location Check Print:*

Users with Location Check Print will be receiving payroll files not from a diskette but from the location on their c:drive at which EP's payroll computers wrote their payroll file. **c:\disc\download** is the location of such an invoice file. Refer to the "Location Check Print" section of this chapter on page 15-17.

As the information is transferred, labor totals will accumulate on the screen.

When the download is finished a message will appear asking if there are more diskettes to download. If there are: *first* remove the current diskette from the disk drive, insert the next one, *then* press **Enter** or **Y**. Repeat this procedure until all diskettes are downloaded. When downloading is complete, press **N** or click on **No** in response to VISTA's prompt.

---

**Note:** VISTA will not allow a payroll diskette to be downloaded more than once. If an attempt is made to download a diskette a second time, a notification to that effect will be displayed.

---

## Deleting a Downloaded Payroll File

To delete a downloaded invoice from the hard drive, choose the **Delete Invoice** function.

*Do not confuse this process with reversing a posted invoice from the ledger. Go to Labor/Fringe/AP Post to reverse invoice, see page15-9*

In the invoice field, press **F12** to choose from the available invoices. After choosing the invoice to be deleted, press **Enter** to begin the deletion process. Although the deletion process is irreversible, a deleted invoice may be downloaded again.

## Labor Corrections

**Purpose:** Change labor distribution coding

**Required:** Client Number, Invoice Number, and Tax ID Number

VISTA Payroll History Reporting System: To change the labor distribution that has been coded by EP, choose **P/R, Labor Corrections** from the VISTA Main Menu.

Client  Invoice No.   Prod. Name

Tax ID  Name  W/E Date

Soc Sec No.  FSO

Union/Class  Occ Title

Comment

Work Date	Sep Chk	LO	PROD#	G/L	DETL	SB	ST	IN	F	Rate	Pay Code	Hours	Amount	Class Code	
/ /	G													- -	Split
/ /	G													- -	Split
/ /	G													- -	Split
/ /	G													- -	Split
/ /	G													- -	Split

Totals: Labor Hours Labor Amount

## ***Client***

The **Client Number** is assigned to each production by Entertainment Partners Marketing Department during initial show set-up. **F12** or **right-click** in this field to select the appropriate **Client Number**.

## ***Invoice Number***

An **F12** or a **right-click** in this field brings up a scroll panel listing all current payroll invoices. Select the invoice to be corrected.

## ***Tax ID Number***

An **F12** or a **right-click** in this field brings up a scroll panel listing all available individuals for the selected invoice in alphabetical order. The **Tax ID Number** generally corresponds to the employee's social security number; however, some employees may have a **Tax ID Number** issued by the Federal government. Choose the individual whose labor distribution information is to be modified.

The daily charges for this employee will fill the lower portion of the screen. Make changes by typing over what is displayed in the account distribution, hours and/or amount fields.

## ***Split***

Clicking the **Split** button at the end of a row of distribution will insert another row directly beneath that one, copying that row's distribution code, pay code and class code. The distribution code may be modified. The **amount** field of the new row will be empty. The User may enter an **amount** into the new row, but existing amount fields *must* be altered to reflect the new **amount** distribution.

## ***Totals:***

VISTA automatically checks the math and verifies that the figures input as amounts match the **Totals** amounts at the bottom of the window. VISTA will list the **Total Labor Hours** and the **Total Labor Amount** at the bottom of the window

*The User can not alter the  
**Total Labor** figures.*

Review these totals carefully before closing the **Labor Corrections** window. If there is a discrepancy, VISTA will notify the User of the difference. The User must amend the amount fields to match the **Total Check** amount before proceeding.

---

Associated fringe distribution may be changed automatically based on the current Fringe Table.

---

# Fringe/Journal Table Maintenance

**Fringe/Journal Table Maint. - INQUIRE**

Function Table Help

INQUIRE - Journal

Group: Fringe Journal Client: Prod Title: Contract: Business Type: Prod Co:

**Fringe Table**

Production: From To

Account: From To Default FICA/SSA FICA/MED FUI SUI Workers Comp State Health Ins State Disability Ins Assessment Tax Union Dues Handling Fee Local Hire Fringe Vacation Holiday Pension H & W Flat Percentage

**Journal Table**

Labor Offset Fringe Offset Holiday Offset Vacation Offset Suspense Per Diem Mileage Miscellaneous

Description

## Fringe Table Maintenance

**Purpose:** Add or change fringe distribution coding

**Required:** Production Number(s)

During initial setup of each system, the production company provides Entertainment Partners with a fringe table. This table specifies where production fringe costs are to be charged. VISTA allows a User to adjust these charges based on a specific labor account, or a range of labor accounts. Fringe costs may be posted to separate accounts based on *fringe types*. If a fringe type has *not* been specified, the charges will be posted to the *default* fringe type--which acts as a 'catch-all' for all unspecified fringe types.

Choose **P/R, Invoice Processing, Fringe/Journal Table Maintenance** from VISTA's Main Menu. Change function to **Modify**.

The default function in this application is **INQUIRE**. A User may add a new production number and/or detail range with associated fringe costs. To change an existing range, select the function **MODIFY** before selecting the Production range.

**Production (From / To):** **F12** or **right click** the production field for a scroll panel of available production numbers, or enter the information if known, and press **Enter**.

**Account (From / To):** Access a list of the labor accounts for which fringe tables have been set up with the **F12** or **right click** function. Select the appropriate range and then press **enter**.

**Note:** Fringe following labor is the result of the labor account number not being included in the account range of the fringe table. To correct you can modify an existing range or add a new one.

## Journal Table Maintenance

**Purpose:** Add or change offset account coding

**Required:** Group Number, Company Number

During initial setup of each VISTA system, the Production Company provides Entertainment Partners with a journal table. This table specifies where labor and fringe offsets are to be charged. VISTA allows the User to modify those offsets, or to add new ones.


To update the Journal Table click on **T**able from the menu and select **J**ournal. Change **F**unction to Modify.

To add or modify offset accounts, choose the appropriate function, set up or correct the offset account number for each offset type.

*Payroll History Reporting users may select the option of disabling VISTA's fringe overwrite option. Refer to the set up chapter's section on the "Payroll Interface Table" on page 9-31*

Journal/Fringe Table corrections as described here affect the tables stored by VISTA on the User's hard drive; any invoices downloaded into VISTA thereafter may be 'filtered' through these tables. Changes to the Journal/Fringe Tables used by Entertainment Partners Payroll department must be made directly to the in-house system at EP. Contact the EP Marketing department if changes are required.

## Fringe/Journal Table Print



VISTA will list the current fringe and Journal tables. It shows the default fringe account and any other fringe accounts that have been set up by the Entertainment Partners Marketing department. F12 or right click to select the client number you wish to report on.

Fringe Table corrections as described here affect the fringe table stored by VISTA on the User's hard drive; any invoices downloaded into VISTA thereafter will be 'filtered' through this table. Changes to the Fringe Table used by Entertainment Partners Payroll department must be made directly to the in-house system at EP. Contact the EP Marketing department if these changes are required. [Refer to "Payroll Interface Table" on page 9-31](#) for further detailed information.

# Labor/Fringe/AP Post

**Purpose:** Post labor and fringe costs to the ledger and payroll invoices to the accounts payable sub system

**Required:** Report Number, Invoice Number

The **Labor/Fringe/AP Post** program allows the User to process the payroll invoices received from Entertainment Partners directly into VISTA. This application posts labor costs and associated fringe costs to the **general ledger**, and provides the option of creating an A/P invoice automatically.

Choose P/R, Invoice Processing, Labor/Fringe/AP Post from VISTA's main menu.

**Labor/Fringe/AP Post**  
Function Help  
VISTA TRAINING VERSION

Invoice Processing

Report No DISC850

Invoice No     Hist Inv Only Hist And Curr

☐ List List/Post Warnings Only

Post By  Detail

Post To A/P ☐ Yes No

Labor Trans No Fringe Trans No AP Trans No

Offset Accounts

	CO	G/L	PROD	DETL	ST	IN	F
Suspense Account	<input type="text"/>						
Fringe Offset Account	<input type="text"/>						
Labor Offset Account	<input type="text"/>						
Holiday Offset Account	<input type="text"/>						
Vacation Offset Account	<input type="text"/>						

Ledger Reference REFERENCE

ENTER

## Report Number

The payroll flex reporting option provides the opportunity to set up various report formats. The Labor/Fringe/APPost application allows a User to print reports in any of the existing formats. “**DISC850**” is VISTA’s default report format. For more information on report set up, please see the *Flex Reporting* information at the end of this section.

## Invoice Number

VISTA holds payroll invoice data for both current invoices (**Current**) and posted invoices (**History**). **F12** or **right-click** in the invoice field to bring up a scroll panel of all available un-posted payroll invoices. Select the appropriate invoice.

## List vs. List/Post

Always run this program in **List** mode when processing an invoice for the first time. Choosing the **List** option will default the other screen options, and will produce a list of payroll download information for the User’s review.

Proofread the payroll information carefully. If labor or fringe corrections need to be made, use the **Labor Corrections** and/or **Fringe Table Corrections** functions.

Selecting **List/Post** will post the payroll data directly to the ledger, and will produce a posting report.

## Warnings Only

*see note on page 15-6*

This will list only those items on the selected invoice that have warnings:

Fringe following labor

## Post By Detail

VISTA will post every line of distribution as it appears on the List.

## Post to A/P

Answering **Yes** to this prompt creates an A/P invoice payable to Entertainment Partners in an A/P batch called **PRBATCH**.

**VISTA Payroll History Reporting System** users will find that the **PRBATCH** will post labor and fringes to the assigned billover accounts, if applicable

The VISTA Payroll history Reporting System will find that the labor and clearing accounts are credited as assigned by the production’s EP Paymaster. Deductions will be pulled as a credit by the A/P posting. If, at the instruction of the production’s accounting office, the EP Paymaster does not direct per diem totals to specific accounts, the totals will accumulate in the “Miscellaneous” account specified in the production’s Journal Table.

The PRBATCH should be modified and processed like any other A/P batch.

If **No** is the User’s response to the question **Post to A/P**, a payroll invoice must be entered manually into the A/P cycle.

## Reversing an Invoice

To reverse a posted invoice key in invoice number, click on the **HIST INV ONLY** button. Then click on List/Post and hit enter.

## Flex Reporting Maintenance

**Purpose:** Store default and custom report formats for use with Labor/Fringe/APPost option in payroll processing

**Required:** Report Number, Report Title, Report Layout, and Column Contents Code

**Defaults:** DISC850

This feature allows the User to design the format of payroll reports. The User controls all aspects of the report format: report title, paper size and orientation, how many columns, what items appear on the report, column headings and amount formats. A default DISC850 report will fill the window the first time this application is opened. Press **Enter** to add the report to the system.

The screenshot shows the 'Flex Disc Maintenance' window with the following elements:

- Menu bar: Function, Help
- Version: VISTA TRAINING VERSION 4.4
- Buttons: Modify
- Form fields: Report Number, Report Title
- Report Layout: Portrait (PT), Landscape (LN), Legal (LB)
- Column selection: 01-13 with checkboxes for Portrait Report, Landscape Report, and Legal Report
- Report Print Order: A grid of 20 items (A-K) for selection.
- Buttons: Change Headings/Setup Totals

Column	01	02	03	04	05	06	07	08	09	10	11	12	13
Portrait Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Landscape Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Legal Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

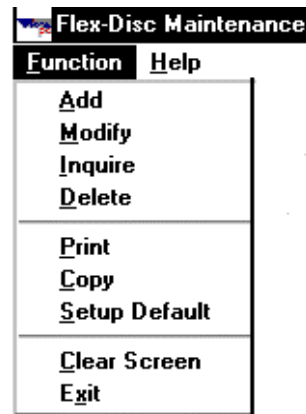
Report Item	Item
(A) TOTAL COLUMN	(K) SUPP PENS FUND
(B) LABOR AMOUNT	(L) ASSESSMENT TAX
(C) FICA - SSA	(M) UNION DUES
(D) FICA - MED	(N) LOCAL HIRE
(E) COUNTY - WORK	(O) VACATION
(F) COUNTY - RES.	(P) HOLIDAY
(G) CITY - WORK	(Q) PENSION
(H) CITY - RES.	(R) H & W
(I) FUI	(S) HANDLE FEE
(J) SUI	(T) DISC. 1
(K) WORKERS COMP.	(U) DISC. 2
(L) ST. HEALTH INS	
(M) SDI	

(PgDn for Next Page)

Note: Report print order: E-Employee Within Union; A – Account Order



The standard VISTA function menu options are available along with the following additional items:

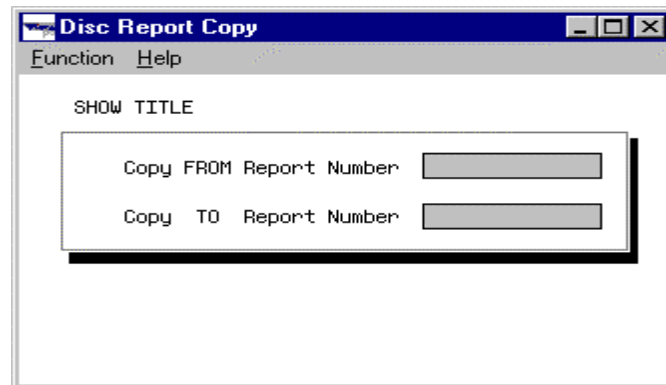


The **Print** option will provide a format layout for a specified report.

**Copy** allows the User to copy an existing format to a new report number in order to alter the new report rather than starting from scratch (as discussed below).

**Setup Default** will remain available only until the default report has been added to the system.

A User can add or reformat as many layouts as are desired. **Entertainment Partners strongly recommends leaving the default format as it is, and making any changes to a renamed copy.** Select **Function, Copy**. The following window will appear:



In the **Copy FROM** field insert the name of the report to be duplicated (i.e. DISC850). In the **Copy TO** field enter the name of the new report (i.e. Jane's Report, Friday AM, etc.). Hit **Enter**. Jane's Report will now appear alongside DISC850 on the menu of Report Number options. Jane's Report will be identical to DISC850.

To customize a report, pull down **Function Modify** and select the report from the **Report Number** menu. The particulars of that report will fill the window.

**Report Title** is what will appear at the top of the page of the report.

**Report Layout** designates the orientation and size of paper on which the report will be printed. The **Layout** will determine the maximum number of columns allowable on the report. (**Legal** refers to 8.5" by 14" paper in landscape format.)

**Column** indicates what information, in what order, will be on the report. Select from the list of options (**A** through **U**) exactly what information is required. Additionally, an asterisk (\*) may be entered in any column to indicate that VISTA needs to combine, or total, two or more items from the list of options. Enter the appropriate letter (or asterisk) in the column position (**1** through **7**, **11**, or **13** depending upon the selected **Layout**).

To **Change Headings/Setup Totals** for the columns, click the bar at the bottom of the window, or press the **Page Down** key on the keyboard.

Disc Heading/Totals

Function Help

PRODUCTION COMPANY NAME

COLUMN: 01 02 03 04 05 06 07 08 09 10 11 12 13

COLUMN 01	COLUMN 02	COLUMN 03	COLUMN 04	COLUMN 05
UPPER HEADING: LABOR				WORKERS
LOWER HEADING: AMOUNT	FICA	FUI	SUI	COMP.
TOTAL FORMULA: BC			DEBIJKLM	

COLUMN 06	COLUMN 07	COLUMN 08	COLUMN 09	COLUMN 10
UPPER HEADING: PENS/LHF	H&W	VACATION	HOLIDAY	
LOWER HEADING: QN				
TOTAL FORMULA: QN				

COLUMN 11	COLUMN 12	COLUMN 13
UPPER HEADING:		
LOWER HEADING:		
TOTAL FORMULA:		

(\*) TOTAL COLUMN (K) SUPP PENS FUND (V) ADVANCE PER DIEM  
 (A) LABOR AMOUNT (L) ASSESSMENT TAX (W) ADVANCE  
 (B) FICA - SSA (M) UNION DUES (X) GROUP INSURANCE  
 (C) FICA - MED (N) LOCAL HIRE  
 (D) COUNTY - WORK (O) VACATION  
 (D) COUNTY - RES. (P) HOLIDAY  
 (E) CITY - WORK (Q) PENSION  
 (E) CITY - RES. (R) H & W  
 (F) FUI (S) HANDLE FEE  
 (G) SUI (T) MISC. 1  
 (H) WORKERS COMP. (U) MISC. 2  
 (I) ST. HEALTH INS  
 (J) SDI (PgUp for First Page )

The row labeled **Column** at the top of this window reminds the User of which letters and in what positions are selected for the report. The list of options and their corresponding letters at the bottom of the window reminds the User of which information is represented by which letters. In the center of this window are three fields for each column, one each of **Upper Heading**, **Lower Heading**, and **Total Formula**.

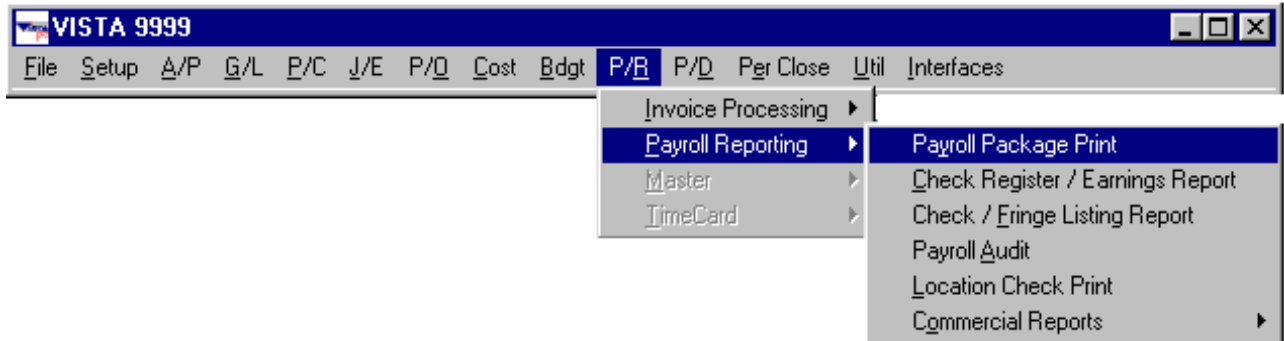
**Upper Heading** may be designated by the User by clicking and typing within the field.

**Lower Heading** corresponds to the information selected by the User for that column. This field may not be altered without changing the report information option in the previous window.

**Total Formula** for a column is computed by the use of letters designated by the User in this field in conjunction with the asterisk (\*) discussed earlier. Enter the letters of the options to be combined within the column.

Hit **Enter** to affect the changes and return to the Flex-Disc window. The User may print the report by pulling down **Function Print** and selecting the **Report Number** from the menu of available reports.

# Payroll Reporting



The following reports are accessed through the **P/R; Payroll Reporting** menu.

Payroll Package Print, Check Register/Earnings Report, Check/Fringe Listing Report, Payroll Audit, Location Check Print, and Commercial Reports.

Users have the option of **Printing** the production's payroll checks on **Location**.

## Payroll Package Print

A screenshot of the 'Payroll Package Print' dialog box. The window title is 'Payroll Package Print'. It has a menu bar with 'Function' and 'Help'. Below the menu bar, it says 'VISTA TRAINING VERSION'. The dialog is divided into two main sections. The first section is titled 'Invoice Processing' and contains a label 'Invoice No' followed by four empty input boxes. To the right of these boxes are two buttons: 'Hist Inv Only' and 'Hist And Curr'. The second section is titled 'Print Reports' and contains a large text area with the text 'Print Payroll Package (s)' and a small square checkbox to its right. Below this text area are four buttons: 'Print Invoice (s)', 'Print Register (s)', 'Print Payroll Audit (s)', and 'Print Labor Dist (s)'. At the bottom right of the dialog is a large 'ENTER' button.

## Overview

Payroll Package Print allows the User to print the reports that are received from Entertainment Partners as part of payroll processing. You can print these reports from posted or unposted payroll invoices. If you are requesting reports for invoices that have already been posted click on the **Hist Inv Only** button. To request reports for both unposted and posted Payroll Invoices click on the **Hist and Current** button. The reports are available individually by clicking on the appropriate button or in total by selecting Print Payroll Package.

---

## Check Register / Earnings Report

The screenshot shows a window titled "Check Register Report" with a menu bar containing "Function" and "Help". Below the menu bar is a label "PRODUCTION COMPANY NAME" followed by a text input field. The main area is divided into three sections: "Required Entry", "Report Options", and "Print Options".

**Required Entry**

Run Type	<input type="text" value="E"/>	<input type="button" value="Check Register"/>	<input type="button" value="Earnings Report"/>
Client Number	<input type="text"/>	Enter Specific/Restart Client Number	
Invoice Number	<input type="text" value="- -"/>	Enter Specific/Restart Invoice Number	

**Report Options**

Limit Client Number	<input type="text"/>	
Affiliation Code/Union	<input type="text" value="/"/>	(Specific Union Only)
Tax I.D. Number	<input type="text" value="- -"/>	(Specific Employee Only)
Week Ending Date Range (Check Process Date)	<input type="text" value="/ /"/>	To <input type="text" value="/ /"/> (MMDDYYYY)
Detail/Summary Option	<input type="text" value="D"/>	<input type="button" value="Detail"/> <input type="button" value="Summary"/>

**Print Options**

☐ Print Total Pages Only.

## Overview

The Check Register / Earning Report allows the user to run a cumulative history report of payroll for members of the production.

## Check Register

The check register report is requested by client number and invoice number. The report displays, in check number order, the earnings reported on the time cards for that particular invoice. It shows employee as well as employer deductions in addition to the number of hours.

## Earnings Report

If payroll information that spans invoices is required, then this is the report that needs to be requested. The Earnings Report may be requested by:

- individual,
- union,
- week ending date range,

or a combination thereof. The report will include earnings from all invoices that have been posted in VISTA's Payroll History Reporting System.

---

## Check / Fringe Listing Report

**Check/Fringe Listing Report**

Function Help

VISTA TRAINING VERSION 4.4

Required Entry

Run Type

Client Number  Enter Specific/Restart Client Number

Invoice Number  Enter Specific/Restart Invoice Number

Report Options

Limit Client Number

Affiliation Code/Union  (Specific Union Only)

Tax I.D. Number  (Specific Employee Only)

Date Range  To  (MMDDYYYY)

Sort By

Detail/Summary Option

Print Options

☐ Print Total Pages Only

☐ Print Production Co Name ☐ Print Major

Output Format

## Overview

The reports available are:

**Detail / summary employee check listing;** Lists checks in numeric order within employee in accordance with report option criteria. Includes check number, gross amount, all deductions, net amount, check date, and period ending date.

**Detail / summary employee fringe listing;** List employer fringes by employee in accordance with report option criteria. Includes gross amount, all employer fringes, vacation/holiday accruals, check date, check number, and period ending date.

---

## Payroll Audit

### Overview

**Payroll Audit** allows the User to view production staff's payroll files that have been downloaded into VISTA.

The **Payroll Audit** may be run in either **Name** or **Invoice Number** order.

The screenshot shows a window titled "Payroll Audit" with a menu bar containing "Function" and "Help". The main area contains several input fields and dropdown menus:

- Group Number: 00000001
- Enter Sequence: Name order (dropdown)
- Processing Group: 00: All FID'S (dropdown)
- Client Number: (empty)
- Invoice Number: - - (Specific Invoice Number)
- Affiliation Code/Union: / (Specific Union Only)
- Tax I.D. Number: - - (Specific Employee Only)
- Week Ending Date Range\*: / / To / / (MMDDYYYY)

At the bottom of the input area, there is a note: "xWill print date range checks were processed-not work dates". An "ENTER" button is located at the bottom right of the window.

**Note:** This report is similar to Report Creation by EP-Paymaster

Input either a **Client** or a **Tax ID Number** by which to define the parameters of the Audit. At least one **Week Ending Date** must be input in the **Range** fields. Note that the field for the **Year** is four characters long.

Press **enter** to initiate the **Payroll Audit**.

---

# Location Check Print

## Overview

An option available to a VISTA User is the ability to print the production's payroll checks at the production accounting office. Printing checks on location benefits the production accountant by reducing the turnaround time between the submission of timecards to EP and the delivery of the checks to the personnel on location. By eliminating the shipping of payroll checks, Location Check Printing can provide savings in both time and costs to the productions.

Location Check Printing capabilities can be initiated through Entertainment Partners Marketing Department. Among issues that Marketing will resolve are:

*Location Check Print  
requires VISTA Pay HRS*

The initiation of VISTA's Payroll History Reporting System, which is necessary for the Location Check Print function

The establishment of Passcodes to be assigned to production staff authorized by the production to print checks

Furthermore, productions using Location Check Print must also be running a 32-bit Windows operating system, such as 95 or NT, and be equipped with both a modem and telephone line.

*Location Check Print  
requires special check stock.*

In addition to these basic requirements, Location Check Print requires specific check stock for the printing of checks. Although the documents produced by VISTA from electronic payroll files will contain signature and logo images, these documents in-and-of themselves on plain white paper are not valid checks. Entertainment Partners will supply productions using Location Check Print with valid check stock.

*Location Check Print  
requires the use of MICR  
toner.*

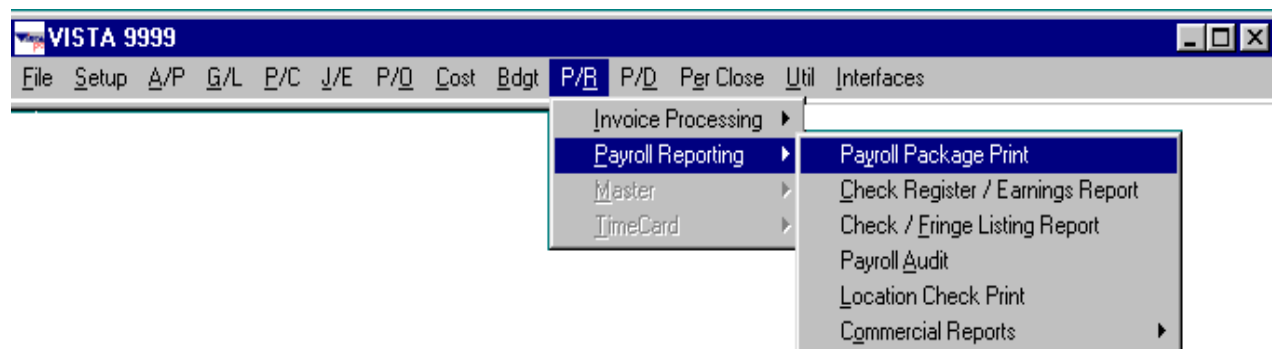
Additionally, checks must be printed with Magnetic Ink Character Recognition (MICR) toner. MICR toner is necessary if the images on the check are to be read by the scanning machines used by financial institutions. EP has tested and supports Hewlett/Packard series 4 and 5 laser jet printers with MICR toner.

## Mechanics of Location Check Print

The production's payroll clerk will submit timecards to the Entertainment Partners paymaster as usual. Rather than printed checks, however, the EP paymaster will create an electronic payroll invoice file, which will be stored on an EP payroll computer. The production accountant will dial via modem into the EP computer and collect the payroll file, which will be written directly to that production's hard drive. After receiving the payroll files into VISTA and auditing the invoices via VISTA's Labor/Fringe List function, the production accountant will print payroll checks for the production personnel. Posting of the electronic invoices to the General Ledger and A/P subsystem is achieved via VISTA's Labor/Fringe Post function.

## Printing Location Checks

Once the files have been successfully received into VISTA, the User may begin the process of printing payroll checks (refer to supplemental “**Location Check Print**” documentation). The program that initiates this procedure is accessed via the **P/R** tab, **Payroll Reporting, Location Check Print**.



## Printing Checks

The first time a User accesses Location Check Print, the User will need to enter his or her **Personal Identification Number (PIN)** twice; once in each of the fields so labeled in the window. Subsequent entries into Location Check Print will require only a single PIN entry.

A screenshot of the PIN ID entry window. The window has a title bar with the text "PIN ID" and standard window controls. Below the title bar, there are labels "Function" and "Help". The main content area contains a message: "A PIN number is required to continue executing this program. Your entry MUST be all numeric." Below this message, there are two input fields. The first field is labeled "Enter PIN Number" and the second is labeled "RETYPE TO AUTHENTICATE". Both fields contain five asterisks (\*\*\*\*\*).

The PIN is a five-digit numeric sequence. No alphabetical characters are allowed in this field. The PIN is neither assigned nor known by anyone at Entertainment Partners; it is a security code known only by the User designated to print payroll checks.

Upon entering a valid PIN, VISTA will escort the User into the **Location Check Print** window.



A **right-click** (or **F-12**) in the **Invoice No** field will summon any payroll invoice that has been received but not posted by VISTA. If there is more than one invoice in Payroll Receive, a scroll panel will appear, inviting the User to select the invoice(s) to be printed.

---

**Note:** VISTA will not allow User to post invoice before checks have been printed.

---

Invoice Number	Period Ending	Print Status
CAA N64484	01/10/1998	Checks Not Printed
CAA N64485	01/10/1998	Checks Not Printed
CAA N64486	01/10/1998	Checks Not Printed

Select a single invoice by double-clicking on it, or select several invoices by clicking and dragging across the range.

The **Passcode** field should be left blank under normal circumstances.

The entry of a **Passcode** is required *only if*:

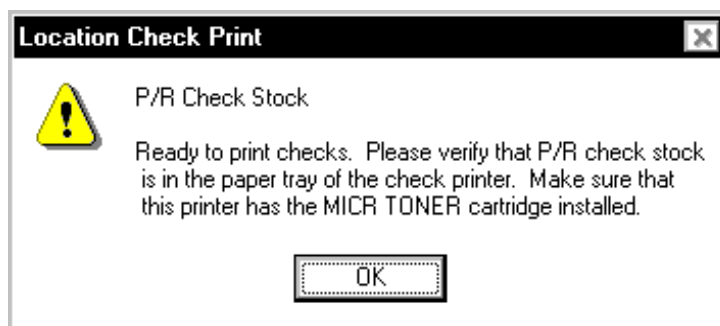
- the User is attempting to re-reprint checks beyond the second printing;
- the User is proofreading the check image on the check stock in the printer. Refer to the section “*Test Check*” for details and instructions.

The **Passcode** is assigned to a User by the EP Customer Support Department under the first two of these unusual circumstances.

Leave the **Passcode** field blank if printing the checks for the first time.

*Check stock must be loaded into the printer before printing checks.*

Clicking on the **Enter** box with the desired invoices selected will conjure a pop-up window reminding the User that the active printer must be equipped with MICR toner and be loaded with check stock.



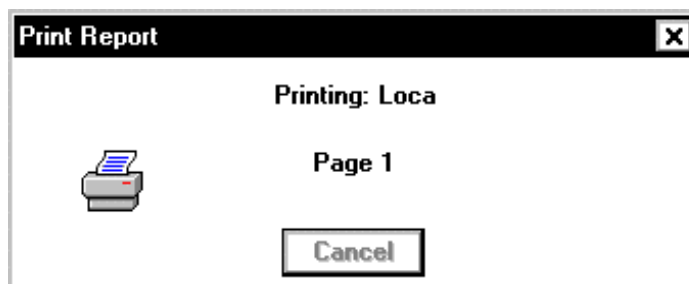
Clicking **OK** will immediately initiate the printing of the checks. Because of this it is imperative that sufficient check stock be properly loaded into the destination printer before **OK** (or **Enter**) is clicked.

An information window will appear informing the User that the invoice batch is being printed as checks on the printer.

---

**Note:** Please verify that the checks have printed with the following information on the check face. The EP logo in the top left, the signatures on the right side and the bank information across the bottom.

---



Remove unused check stock from the printer as soon as the checks have finished printing.

## Test Check

**Proofing** the check stock with the printer is advised, particularly when printing checks for the very first time, or even the first time in a session. In the **Location Check Print** window, select an **invoice number** as described in the above section. In the **Passcode** section, input **ALIGN**. Hit **enter**.

VISTA will print a single **test check** from the check stock in the printer tray.

Proofread the **test check** carefully. Verify that the signature, logo, and MICR marks are all present on the check.

Problems discovered by printing the test check may be caused by problems with the installation of fonts or printer drivers. Call EP Customer Support if such problems are apparent.

## Check Re-Print

In the event of a problem with the check run (i.e. printing to blank paper, a printer jam, etc.), it will be necessary to restart the printing procedure.

It is not possible to print selectively from an electronic invoice. **Re-Print** is an all-or-nothing proposition. Summon the **Location Check Print** window from the desktop folder as described in the proceeding section.

*Verify that the active printer is loaded with sufficient check stock before hitting **Enter**.*

**Right-click** or **F-12** in the **Invoice No** field. Unless the invoice has been posted to the A/P accounts (refer to the following sections), it will remain in the **Payroll Receive** scroll. Select the invoice, load the check stock and initiate printing by clicking **Enter**.

In the event that the invoice has been posted through the Labor/Fringe/APPost process, it will no longer be available through the **Location Check Print** window. Please contact EP's Customer Support Department for specific instructions regarding re-printing electronic invoice files.

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# Chapter 16: P/C Menu - Petty Cash

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## Overview

The term “petty cash” refers to a bank of cash money maintained by the production’s accounting office for distribution to certain production staff designated as “petty cash custodians.” VISTA’s **Petty Cash** module is set up to process not only petty cash transactions but **Purchase Card** transactions as well.

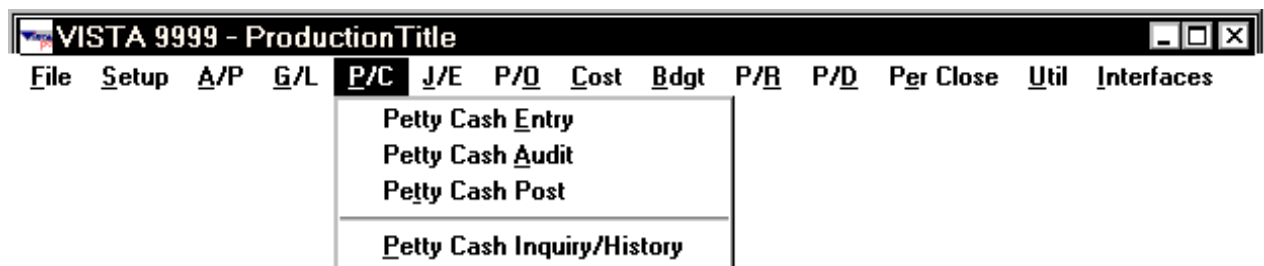
---

VISTA’s **Purchase Card** capabilities are in beta testing as of the writing of this document. Further information will be made available to VISTA Users as testing continues.

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For a thorough discussion of the distinctions between **Petty Cash** and **Purchase Card** Custodians, refer to the “*Petty Cash / Purchase Card*” section on page 9-14.

Additionally, a thorough discussion of the processes by which **Purchase Card** transactions are interfaced with VISTA’s **Petty Cash** module can be found on page 26-14 under the heading “*Purchase Card Interface*.” Once a **Purchase Card** transaction interfaces with VISTA’s **Petty Cash** module, it is processed through **Petty Cash** exactly as though it were a standard Petty Cash transaction.



The processing of petty cash through VISTA is done in three separate modules of the VISTA system.

1. *In the first module*, there s a need to set up a petty cash *custodian*--that’s the person who has primary custody of the petty cash funds--use the **Setup, Petty Cash** menu command.

The instructions for this function are covered under the **Setup** menu but a reminder about the general ledger account number entered in the **Custodian's Account** field would be useful.

The **Custodian's Account** number is the account that is *credited* when advances to petty cash vendors are recorded in the **P/C, Petty Cash Entry** function.

2. *In the second module*, the custodian must then be set up as a vendor (using the **A/P, Vendor, Vendor Entry** menu command) for 2 purposes:
  - (a) so petty cash funding checks can be drawn in her favor in her capacity as the custodian;
  - (b) so there is a vendor record to use if, this time in her capacity as a petty cash vendor, she is also to be advanced petty cash funds and is to account for them.

In this vendor record for the custodian, a word about the *account numbers* is in order:

- (1) in the **General Ledger Accounts** box, nothing needs to be entered. But if you wish, the account that is to be debited every time you replenish the custodian's funds could be entered here to save you having to remember it when you process the 'invoice' to draw the check;
- (2) if you make this account number the same as the account number for the **Custodian's Account** number in the custodian's record created with the **Setup, Petty Cash** command, then all of the funds that custodian was given and all of the advances she in turn paid out to the petty cash vendors will appear in the same general ledger account--making an analysis of her petty cash received and paid out a little easier. Many shows do it this way. If you don't make them the same, it just means you have to go to 2 accounts to get the same information.
- (3) In the **Petty Cash Accounts** box, as for any other vendor who is to be a *petty cash vendor*, you *must* enter an account to be *debited* for advances received by this vendor and an account to be *credited* for the amounts that are accounted for (when the actual expense accounts are debited). These 2 account numbers are required by the Petty Cash system in order to effect these accounting entries *automatically*.
- (4) You can make the account to be debited and the account to be credited the same number so that the petty cash vendor's cash received and disbursed are in the same account, which may facilitate subsequent analysis of her transactions. This is what we see the most out in the field and once again, if you don't make them the same, it just means you have to go to 2 accounts to get the same information.
- (5) If you make the custodian's **Account** number, the **GL Account** number in her vendor record and the **Petty Cash Account** number(s) also in her vendor record all the same, the accounting entries would still be technically correct but this approach makes analysis difficult based on what we've seen in the field. But the choice is yours.

All of the account numbers referred to above must have been set up in your chart of accounts (using **G/L, Chart of Accounts Entry**).

Likewise, every petty cash vendor, other than the custodian, who is advanced petty cash and is required to account for it as production

expenses must also be set up as a **vendor**. The rules and tips regarding **Petty Cash Account** numbers are the same as for the custodian's petty cash vendor record.

3. ***In the third module***, the subsequent recording of cash advances made to petty cash vendors, accounting for what is spent, auditing transaction journals, posting, inquiry and reporting on petty cash are performed or maintained through the **P/C** (petty cash) menu commands.

The operational features in the first two VISTA areas are covered under the **Setup** and **A/P** menu commands.

The **P/C** (petty cash) menu commands are those that are covered in detail in this section and consist of the following:

1. **Petty Cash Entry**
2. **Petty Cash Audit**
3. **Petty Cash Post**
4. **Petty Cash Inquiry/History**

---

## Petty Cash Entry

**Purpose:** To record advances made to petty cash vendors (production staff, crew members, etc.) who need to pay in cash and to record the expenses incurred under this disbursement method by properly accounting for the advances.

**Required:** The petty cash custodian must be set up (**Setup**), both custodian (s) and the persons receiving advances must be set up as vendors (**A/P**). The Company, Currency, the P/C Code and Batch ID are required.

**Defaults:** Year Period defaults to current year period. Envelop date defaults to today's date.

**Delete:** Batches can be deleted before they are posted.

Choosing the **P/C, Petty Cash Entry** menu command brings up this screen:

**Petty Cash Entry** [Window Controls]

Function Ledger Period Batch Help

VISTA TRAINING VERSION 4.4 ADD

Company	01	Batch		Year Period	20000101
Currency	US	Amount		Trans No.	
P/C Code	PC	Current			

Vendor		Env No		Amt Advanced	
Voucher		Env Date	12/29/00	State	
		Total Acct For			

Page 01 of 60

CO	G/L	PROD	DETL	ST	IN	F	Amount	Ledger Description	Tax
001									
002									
003									
004									
005									

The system defaults to the **ADD** mode. That can be either adding a new batch or adding new transactions to a new or existing batch.

The full identification of a batch of petty cash transactions is held in the top left panel in the **Petty Cash Entry** screen and is made up of 4 fields:

1. **Company**;
2. **Currency**;
3. **P/C Code**, and;
4. **Batch** number or name.

The **Company** and **Currency** codes are the same ones used throughout VISTA for almost every other processing function.

**Company** consists of the company code(s) established under **Setup, Company** command and used throughout your system to identify your companies.

**Currency** is any one of the currencies that you have to work in at all times when using VISTA.

As for the **P/C Code**, the code that you assigned to a particular person to uniquely identify him when you set him up as a custodian under **Setup, Petty Cash** is the code you use here--precisely for that intended purpose--to uniquely refer to that custodian.

**P/C Code**, which is really custodian code, can be any 2 characters and/or numbers. Using a custodian's initials is a good choice.

**Batch** number or name consists of any 8 characters and/or numbers that let you tell one batch from the others.



Right-clicking in the **Company** field brings up all the custodians set up in the system under their combined **Company-Currency-P/C Code** identification. Select the one you want; alternatively enter that information if you know it.

Right-clicking in the **Batch** field brings up existing batches belonging to the custodian you've entered or selected. *Please note: **only** the batches belonging to the selected custodian show up. To look at batches pertaining to another custodian, you must select that custodian first.*

The **Amount** field does not have to be completed and if you leave it blank, the system allows you to proceed all the way to posting your transactions.

You cannot input anything in the **Current** field. It is used by the system to give a running total of the **advance(s)** being input for the batch.

If you do enter an amount in the **Amount** field, it is treated by the system as the batch control total and is used to balance back to the total of the **advance(s)** that you're inputting for the batch.

If the advances you've entered do not add up to the batch control total, the system will not let you post the batch.

When you exit the batch, the system will not stop you or warn you that the batch is out of balance because the batch can still be reopened, added to, modified, deleted, etc. However, the system will stop you when you try to actually post the batch under the **P/C, Petty Cash Post** function.

Please note that the **Amount** and the **Current** fields are only concerned with tallying **advances**. Transactions entered to **account for** petty cash are not accumulated in these fields.

After completing the batch identification section, you need to press **Return** to indicate that you wish to proceed with that batch. If the batch already exists, VISTA allows you to continue with your processing; if it does not exist, the system asks you to confirm that you want create a new batch.

The second box (top right corner) shows the **Year Period** and the transaction number--**Trans No.**

**Year Period** defaults to the current year period. You can enter petty cash for the **C**urrent period and the **N**ext period.

You cannot enter anything in the transaction number (**Trans No**) field. VISTA uses it to tell you the system transaction number that was assigned to the last transaction you've just processed.

The transaction number appears on your audit reports. It's a good idea to write the transaction number on the source documents for future inquiry or reference purposes.

The next section of the screen, the middle panel, starts the processing of actual petty cash data. This panel is used for *both* recording an **Amount Advanced** and **Accounting For** petty cash disbursed.

Recording an advance and accounting for disbursements are normally performed together but can also be done in separate steps.

Except when an initial float is being advanced to a person, almost every petty cash transaction involves *both* an advance *and* accounting for an amount equivalent to the amount being 'advanced' in the same session--more precisely being 'reimbursed' in the same session.

The method of always reimbursing a person for expenses to bring her float back to the original amount advanced to her is called the **Impress** or **Constant Float** method of petty cash accounting.

## Recording An Amount Advanced

The fields used to record an advance are:

1. **Vendor**;
2. **Envelope N(o)umber**;
3. **Voucher**;
4. **Envelope Date**;
5. **State** (worked)
6. **Amount Advanced**.

Anyone who is made a petty cash advance and is then reimbursed for expenses or anyone who is being reimbursed for expenses only through petty cash must be set up as a **vendor** in VISTA.

It is therefore necessary to identify a vendor in any transaction. Right-clicking in the **Vendor** field brings up a scroll panel listing all vendors in the system in alpha order. Entering one or more letters in the vendor field and then right-clicking will limit the results of the inquiry.

Vendors set up with account numbers in the **Petty Cash Accounts** fields (i.e. petty cash vendors) show up with 'p/c' after their vendor number in the scroll panel.

Only vendors set up in the system under the same **Currency** as that used in the **Company-Currency-P/C Code** to identify the custodian whose petty cash records you're processing will be displayed in the scroll panel.

Select a vendor or enter a vendor number. The vendor's name appears under the vendor number field when you tab to the next field.

The next field is the **Env No**. In the industry, an envelope number is used to identify the group of receipts that are being reimbursed. Envelope identifications usually include the payee's initials coupled with a date or week ending date, a dept ID with a date, etc.. This is a required field.

The **Voucher** field provides additional reference information for the reimbursement such as actual invoice number. Voucher information is optional.

The **Envelope Date** is required and defaults to today's date if an actual date is not given.

The **State** field is used for 1099 purposes, if applicable.

**Amount Advanced** is the petty cash being disbursed for the current transaction (see **Total Account For** below).

Several advances can be recorded in the same batch and within the same session.

## Accounting For Petty Cash Disbursed

Accounting for a petty cash disbursement can be processed as a separate transaction. But it can also be the second half of a transaction that first had an 'advance' and then, the accounting for that 'advance' by way of cost distribution.

In the **Total Acct For** field, enter the amount being accounted for and for which distribution is required in the third section of the **Petty Cash Entry** screen.

As mentioned above, this amount is often, but does not have to be, the same as the advance being recorded in **Amount Advanced** above as part of the same transaction and session as prescribed under the Impress or Constant Float method.

Tabbing out of the 'accounted for' field, VISTA puts the cursor on the first line of distribution numbered '01', bypassing the first two lines at the top. These first two lines are discussed later below.

Enter the general ledger account number (including the memo fields of **IN**surance, **Free**, etc., if needed) in the first field to distribute the cost.

In **Amount**, put in the amount to be distributed to this account.

**Ledger Description** is a required field; use something that will help you understand or identify this line item later in your reports. From the second distribution row down, leaving this field blank causes VISTA to copy the ledger description from the previous row.

VISTA uses the Tax Code for 1099 processing and reporting later in other modules. It can be left blank if the item is not subject to 1099 assessment.

Leave the **Tax Vendor** field blank if the *recipient* of this petty cash reimbursement is the person against whom the 1099 assessment is to be made.

When the recipient is being reimbursed for a payment made to a *third party* against whom the 1099 assessment is to be made, enter the **Vendor Number** of the third party in the **Tax Vendor** field (or hit F-12 to select from the scroll panel).

The first 2 rows in the account distribution section that were bypassed by the system when you tabbed out of the **Total Accounted For** field are not accessible to you for input and are used by VISTA as follow:

- The first row is used to display the petty cash vendor's account number to be *debited* with the advance amount made to that vendor for the specified envelope number. This is the top **Petty Cash Account** number in the vendor's **A/P** record. The account to be *credited* (but not shown anywhere on this screen) would be the custodian's **Custodian's Account** number in her record created under the **Setup, Petty Cash** menu.
- The second row is used to display the petty cash vendor's account number to be *credited* (this is the bottom **Petty Cash Account** number in the vendor's **A/P** record) with the total of the distribution amounts *debited* to production cost accounts in accounting for the advance for the specified envelope number.

These two fields are not accessible to you for input; However, you will see them displayed when you press **Enter** at the end of data entry, and prior to confirming adding the transaction. Also, when you're **inquiring** into or are **modifying** a transaction covered by the specified envelope number and in the **Petty Cash Inquiry/History** reports (see below).

Other menu functions besides **ADD** that are available in the **Petty Cash Entry** screen are:

**Function, Modify:** lets you modify data in existing batches.

A right-click in the **Company** field brings up all batches that have been created but not yet posted, each identified by their **Company-Currency-P/C Code**. Select from the scroll panel or enter the pertinent detail. You can change any batch data that is not ghosted.

Next, if you want to change envelope data (in the next panel), you need to identify for the system the vendor whose batches you want.

Right-click in the **Vendor** field for a list of vendors, enter the beginning of the vendor's name and then right-click for a more focused list of those vendors whose names match the characters you input or enter a vendor number.

When the system has the vendor, right-click in the **Env No** (envelope number) field for a list of the unposted envelopes and select the one you want to modify.

**Function, Inquire:** the procedures are identical to those in the **Modify** function except that you cannot make any changes in this mode.

**Function, Delete:** allows you to delete a transaction once you've brought it up on the screen. Finding the batch, vendor, and envelope you want is done the same way as for the **Modify** function.

**Ledger Period, Current period:** the petty cash transactions are processed in the current year period. This is the default mode;

**Ledger Period, Next Period:** lets you process petty cash transactions in the next year period so that those petty cash transactions are not reported in the current accounting period.

**Batch, Unlock Batch:** After pressing **Return** to lock a batch in, you can unlock the batch identification panel with this menu command in order to switch to another batch or make changes to the **Amount** field as you wish. The **Current** field remains inaccessible for input.

**Batch, Delete Batch:** allows you to delete a batch once you've identified and selected it in the batch identification panel. You are asked to confirm your request and then the system deletes the batch even though the batch may contain some transactions.

---

## Petty Cash Audit

**Purpose:** To report the petty cash transactions input into the system for auditing prior to releasing for posting to the ledgers.

**Required:** identification of the batch(es) by their **Company-Currency-P/C Code-Batch** name or number

**Defaults:** in **T**ransaction number order; for all transactions; in **N**ative currency ; convert using **B**udget exchange rate.

Choose the **P/C, Petty Cash Audit** menu command.

**Petty Cash Audit**

Function Help

VISTA TRAINING VERSION

Company  Currency  PC  Batch

Report By

Transaction No. from  to

Currency Conversion

Exchange Rate

A right-click in the **Company** field brings up a scroll panel listing all batches in the system that are to be posted. The batches are identified by their combined **Company-Currency-P/C Code-Batch** name/number.

Select one or more, or all the batches.

The other choices you have to tailor your reports are:

- printing in **T**ransaction number order or in **D**istribution, i.e., account number, order;
- report transactions as opposed to only the transaction number(s) specified in the range fields;
- to have the amounts in their **N**ative currency versus converted to the system's **B**ase currency;
- and if a conversion is to **B**ase currency requested, to use either the **B**udget rate or the **C**urrent rate as set up by you in your currency record.

When you've made all your choices, press **Enter**. The system will ask if you wish to print to ReportView (on the screen) or to the printer.

If you need to make corrections or changes to your transactions after reviewing the audit reports, go back to the Petty Cash Entry function (**P/C, Petty Cash Entry**) and use the **Modify** or **Delete** functions.

Audit reports may be run as many times as you wish as long as the batches have not been posted.

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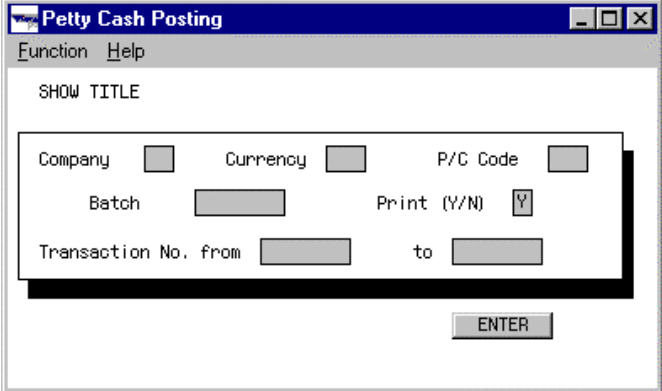
## Petty Cash Post

**Purpose:** To post the petty cash transactions to your Accounts Payable and General Ledger records.

**Required:** identification of the batch(es) by their **Company-Currency-P/C Code-Batch** name or number

**Defaults:** to print a report of the transactions being posted; all transactions in the batch(es).

Choose the **P/C, Petty Cash Post** menu command.



A right-click in the **Company** field brings up a scroll panel listing all batches in the system that are to be posted. The batches are identified by their combined **Company-Currency-P/C Code-Batch** name/number.

Select one or more, or all of the batches.

The other choices you have are:

- suppressing the printing of a report of the transactions being posted. This is not advisable as a record of what has been posted is an invaluable document for reference and audit purposes;
- to post only a specified transaction or range of transactions. This choice leaves the batch and the unposted transactions open so either can be modified, deleted or added to.

When you've made all your choices, press **Enter**. The system will ask if you wish to print to ReportView (on the screen) or to the printer if you haven't suppressed the printing.

With reference to unposted batches and/or transactions remaining accessible for addition, modification and deletion, conversely, those that have been posted are now no longer available.

Any changes to posted transactions have to be effected through a new petty cash batch or journal entries (see the **J/E** menu).

---

# Petty Cash Inquiry/History

**Purpose:** to report petty cash batch and transaction information by vendor(s).

**Required:** identification of the custodian by the **Company-Currency-P/C Code**

**Defaults:** inquiry is on **C**urrent (unposted) transactions and reporting full **D**etails, all petty cash envelopes and all year periods.

Choose the **P/C, Petty Cash Inquiry/History** menu command.

Right-clicking the **Company** field brings up a scroll panel with a list of the petty cash custodians set up in the system. A separate inquiry needs to be run for each custodian.

After selecting a custodian, you can limit your inquiry to a single vendor. Leaving the **Vendor** field blank tells the system you want all the vendors with petty cash transactions for that custodian.

Right-clicking the **Vendor** field produces a scroll panel listing all petty cash vendors set up in the system. You can select one vendor if you wish. The choice is either one vendor or all vendors, which you select by leaving the **Vendor** field blank.

Choosing to inquire on **C**urrent transactions produces the batches / transactions that are open (unposted). Choosing **H**istory tells the system to report the posted transactions only.

Selecting **D**etail in distribution by will print one line per account number. Selecting **S**ummary will print one line per envelope.

You can narrow down your inquiry further by specifying the envelope number in the **Envelope Number** field.

If you had narrowed down your inquiry to a single vendor, right-clicking the **Envelope Number** field brings up the petty cash envelopes belonging to that vendor--open or posted, depending on whether you chose **C**urrent or **H**istory. Right-clicking doesn't work if you haven't selected a vendor.

## Year Period Range

The **Year Period Range** fields allow you to narrow your selection to specific periods. Leaving them blank will default to all periods.

Press **Enter** when you've completed your selections and you will have the option of sending your report to ReportView (to the screen) or to the printer.

The inquiry / history report gives the following information:

- Vendor number, vendor name;
- Envelope number, envelope date;
- Voucher number, transaction number and Batch number or name;
- General ledger account number
- Petty cash advanced; petty cash accounted for; and the vendor balance.

### ***Print Ledger Description***

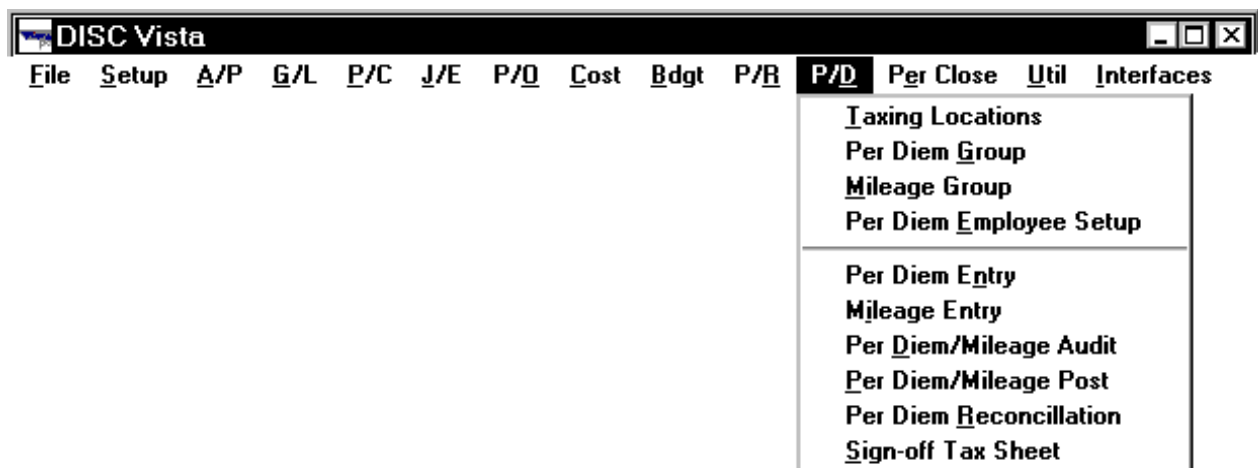
Selecting the Print Ledger Description will include the ledger description for each distribution item. If such a description is not required, then click on the checkbox to deselect it.



# Chapter 17: Per Diem & Mileage - P/D Menu

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## Overview



VISTA facilitates the payment, recording and reporting of Per Diems both for accounting and tax purposes. Per Diems include payments to cast and crew on location for meals, lodging, mileage and other (such as laundry).

The system functions include:

1. telling VISTA the geographic locations in which you will be paying per diems. These locations are pertinent because the non-taxable amounts are set by the IRS for each type of location as listed in the CONUS table (VISTA menu command **P/D, Taxing Locations**);
2. classifying recipients into groups to expedite per diem calculation and disbursement (**P/D, Per Diem Group** and **P/D, Mileage Group**);
3. setting up personal details for each recipient (**P/D, Per Diem Employee Setup**);
4. specifying the default per diem (meals, incidentals & lodging) and mileage amounts applicable to each group (**P/D, Per Diem Entry**, **P/D, Mileage Entry**);

5. generating per diem and mileage payments to be made to each group (the same **P/D, Per Diem Entry, P/D, Mileage Entry** menu commands);
6. printing a report of what is going to be paid for auditing purposes (**P/D, Per Diem/Mileage Audit**);
7. posting an approved payment schedule to record the per diem payments in VISTA (**P/D, Per Diem/Mileage Post**);
8. balancing the cash drawn for per diem, the payment schedule and any unpaid per diem cash in hand (**P/D, Per Diem Reconciliation**);
9. printing a sign-off sheet for the signature of recipients as evidence of their receiving their allowances (**P/D, Sign-off Tax Sheet**).

## Regarding Currency

VISTA's Per Diem functions are designed for use with US currency only. US is the only currency to which Per Diem will post, regardless of the currency that has been designated as the base currency.

## Taxing Locations

**Purpose:** To set up every location in which you will be paying Per Diems.

**Required:** Only for the locations in which Per Diems will be paid.

**Defaults:** No system defaults.

Choose **P/D, Taxing Locations** from VISTA's Main Menu.

Location	Description	Total M & I	Lodging
- -			
- -			
- -			
- -			
- -			
- -			
- -			
- -			
- -			
- -			

The system will default to the function **ADD** you are required to enter:

**Location:** a two-character code each for state, county and city is needed.

**Description** - give the full name of the taxing location to facilitate identification.

**Total M&I and Lodging** - these 2 columns are for the amounts that are tax-allowable under IRS rules for Meals & Incidentals and Lodging respectively. The CONUS tables give the limits. Call EP Marketing if you don't have this information.

VISTA requires that an amount be entered in **both** the Total M&I **and** the Lodging columns and the system considers the sum of these 2 amounts as the daily allowable per diem for that location; it will not work properly with one column left blank.

Example: per the CONUS tables, the taxing location in which you're paying has a tax-allowable M&I allowance of \$50.00 and a Lodging allowance of \$100.00 but you're only paying M&I on this show. You therefore want to establish in VISTA that the total tax-allowable '*total payment*' for this location is only \$50 and not \$150. Because VISTA requires amounts in both Total M&I and Lodging, you cannot enter \$50 under Total M&I and \$0 (zero) under Lodging or leave the latter blank. You must enter an amount in each column that comes to \$50 in total--\$25 in each column will do; so will \$49 under M&I and \$1 under Lodging and anything in between.

---

## Per Diem Group

**Purpose:** to set up homogenous groups for more efficient processing of per diem by groups rather than by individuals.

**Required:** every recipient must belong to a group, so your groups must be entered in the system before any per diem can be paid.

**Delete:** not allowed; simply do not use a group that was set up but is not needed.

Before you set up groups, review the organization of your cast and crew members and establish the groups you want to create in the system. Reference to allowance levels, functions, departments, sites, etc. to facilitate physical distribution, confidentiality and any other factors that promote efficiency in recording, paying and generally processing per diem.

Choose the **P/D, Per Diem Group** menu command.

Group	Description
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

The screen defaults to the **ADD** mode.

Up to 2 characters (letter or number) can be used to define a group. Use a two-character code that is meaningful; WR for writers, CC for construction crew and AT for animal trainers are good examples.

Use the **TAB** to get to the next field or line. Press **enter** to book the groups.

After the per diem groups, if you are also paying mileage you need to set up your mileage groups.

---

## Mileage Group

**Purpose:** to set up homogenous groups for more efficient processing of mileage allowances by groups rather than by individuals.

**Required:** every recipient must belong to a group so the latter must exist in the system before mileage reimbursements can be made.

**Defaults:** None

**Delete:** not allowed; simply do not use a group that was set up but is not needed.

The **P/D, Mileage Group** menu command brings up this screen:

Group	Description	Fed Limit
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

The screen defaults to the **ADD** function.

As for per diem groups, up to 2 characters (letter or number) can be used to define a group (WR for writers, CC for construction crew and AT for animal trainers).

Additionally, a person who's receiving both per diem *and* mileage must belong to the *same* group under per diem and under mileage. You will see in the next function (Per Diem Employee Setup) that there is only room to specify *one* group for both per diem and mileage payments to an individual.

The groups set up for mileage therefore tend to be identical to those set up for per diem. Only when mileage is paid for a group that is not receiving per diem will you have a mileage group with no corresponding per diem group and vice versa.

In addition to giving group code and description, the IRS tax-allowable reimbursement per mile must also be entered. The format is .325 for 32.5 cents.

After you've set up the per diem groups and the mileage groups, you set up each employee who is to receive per diem and mileage in the system.

---

## Per Diem Employee Setup

**Purpose:** to let the system know who gets per diem and mileage

**Required:** a person must be set up before she can receive per diem and mileage.

**Defaults:** None

**Delete:** cannot delete a person who's been set up but her entitlements can be changed from Y to N to stop further payments.

Choose the **P/D, Per Diem Employee Setup**

SSN	Name	Group	Union	Valid For	
				P	M
- -					
- -					
- -					
- -					
- -					
- -					
- -					
- -					
- -					
- -					
- -					
- -					

The screen defaults to the **ADD** function.

Every person to receive per diem and/or mileage must be set up in the system. The recipient's SSN must be the same as the one used for payroll. For a person who's being paid through a loan-out corporation, it's the person's SSN that's needed, *not* the corporation's Federal ID. Enter each person's SSN and name in the respective fields.

Enter the group code to which the individual belongs. The Union field is not used at this time.

Under the **Valid for** fields enter a 'Y' under **P** and **M** if the person is to receive per diem and mileage or an 'N' if he is not to receive either of these allowances. VISTA uses these indicators to allow or prevent payment of the allowance.

Right-clicking in the group field brings up a scroll panel that lists the group codes set up in the system.

Do *not* enter a person on separate lines (i.e. twice) for per diem and then for mileage.

## Per Diem Group Default Payment Set Up

**NOTE:** *The same menu command and screens are used for both per diem **Group Default Setup** and per diem **Payment Processing**.*

*The **P/D, Per Diem Entry** menu command is used in this section to set up the defaults and these instructions are for that specific function only. The use of this same menu command for paying per diem is covered elsewhere in this section.*

**Purpose:** to set up the default per diem amount, whether daily or flat (i.e. weekly), for a specific per diem group.

**Required:** per diem default amounts for a group must be set up before anyone in that group can be paid.

**Defaults:** none

**Delete:** a default for a group cannot be deleted but can be modified

Every week, the individuals of a particular group are paid the default amount applicable to that group unless the amount is changed by you at the time of payment.

## Daily versus Flat

Two methods of per diem default payments can be set up: *daily* and *flat*. When it comes time to pay, you can alternate between these two methods; the choice is made at the time of processing a payment.

**Daily** - under this method of per diem payment, you are allowed to specify the amount for each day of the week as well as charge each day to a different account.

**Flat** - under this method, a lump sum payment is specified for the week. By indicating the number of days for which the lump sum is being paid, the system determines the daily allowance.

## Default versus Employee

As noted at the beginning of these instructions, the same screen is used for setting up a group default as well as for processing payment. As we're discussing group default here and not how to pay employee, it's the **Default** button you're interested in.

## Advance versus Production

**Advance** and **Production** define the method to be used to account for the payment of per diem and the booking of the charges to the cost or expense accounts.

Under **Advance**, the Per Diem system will charge the payments to a Per Diem Clearing Account (crediting petty cash or bank). On the recipients' timecards, these per diem payments are coded to the production cost or expense accounts, causing the EP payroll system to debit the cost or expense accounts with the charges and credit the Per Diem Clearing with the offset in the accounting entries that it sends back to VISTA via the payroll diskette.

Under the **Production** method, the Per Diem system itself directly debits the per diem payments to the production cost or expense accounts. On the recipients' timecards, all per diems are coded to the Per Diem Clearing Account thereby causing the EP payroll system to debit the Per Diem Clearing Account with the charges while still crediting the same Per Diem Clearing Account with the offset as before in the accounting entries that it sends back to VISTA via the payroll diskette.

Choose the **P/D, Per Diem Entry** menu command.

In the Group field, enter the group code of the group for which you're setting up a per diem default.

In the **ADD** mode, a right-click brings up a list of the groups for which you can set up defaults. In the **INQUIRE** and **MODIFY** modes a right-click brings up the groups for which defaults have been set up.

Although a week-ending date is only relevant when paying per diem, it is required in group default setup because we are using the same screen as for payment, therefore enter the week-ending date of the first week that you will be making per diem payments. **This date must be a Saturday.**

Click the **Daily** button if you want to set up an amount for each day of the week or the **Flat** button if all you want is to give one amount for the entire week. *These options take you to different screens for the next step as shown below.*

Next, click the **Default** (and not the Employee) button as we're setting up a group **default** here and not paying the employees yet.

As explained above, choose the **Advance** button if you want to charge the production cost accounts via the timecards (i.e. via the EP payroll system) or choose the **Production** button if you want to charge the production cost accounts through the Per Diem system directly.

If you choose **Advance**, i.e. you want to charge the per diem payments to the cost accounts **via EP's payroll system** and **not** via the Per Diem system, and therefore in the latter Per Diem system you only want to put the payments temporarily in a clearing account, VISTA asks you for the account number of that clearing account--what it calls the **Petty Cash Advance** account.

Give the account number of the **Petty Cash Advance** account as appropriate.

If you choose **Production**, VISTA does **not** require the **Petty Cash Advance** account number and bypasses it.

The **Petty Cash Custodian** account number is the account number that gets credited with all per diem payments, so this account number is always required.

Once this screen is completed, the rest of the data needed for VISTA to set up a default for a group is provided on the next screen. Click the **Next Screen** button to bring it up.



## Daily Per Diem

Under the daily method of paying per diems, this is the screen you need to fill:

The 4 fields named **Group**, **Description**, **Week-ending** and **Name** are carried over from the previous screen. Note that the Name field holds the word '**Default**' in it versus that of a crew member since we're setting up the default amounts for a group in this instance versus paying an individual. For the same reason, the fifth field, '**SSN**' can be left blank.

The remainder of this screen allows you to tell the system what the default amounts for the group are for meals (**Breakfast**, **Lunch** and **Dinner**), **Incidentals**--the system will calculate the **Total**--and then enter the default amount for **Lodging**.

You can enter this information for each day of the week for which you want to have a default.

In the **Location** field, enter the taxing location in which the per diem is being paid. Taxing Locations have to have been set up previously and are validated in this screen. A right-click brings up the locations that you've set up.

In the **GL** field, you have to enter a 1, 2 or a 3 to indicate which one of the three available **GL Distribution** sets applies to each line or day. In the **GL Distribution** sets themselves, you can charge Meals, Incidentals and Lodging each to a different account.

If you enter an account number for Meals only, the system will assume the same account for Incidentals and Lodging, and fill in that account number as you tab out of those fields.

For each **GL Distribution** set that you've referenced in a **GL** field above (1, 2 or 3) you have to supply the account number(s) when setting up defaults.

In completing the **GL Distribution** sets, you are telling VISTA that you want the Per Diem system to debit the production cost accounts directly (versus debiting them via EP's Payroll System). It stands to reason therefore that you had specified **Production** on the **Per Diem Entry** first screen as opposed to **Advance**.

**Note:** The GL field and the corresponding group of accounts in the lower portion of the screen must be completed even if you have decided to charge the per diem clearing (i.e. advance) account instead of the actual production cost or expense accounts. However, even with providing the production cost account numbers under this (Advance account) option, the transactions will still be posted to the advance account and not those production cost or expense accounts.

The **Total** for meals and incidentals is added to the mileage default (whose setup is covered in the next menu choice) and the result compared with the federal limit for M&I for each taxing location set up earlier. The daily lodging amount is also compared with the federal limit for Lodging for that taxing location. *The Per Diem system uses this procedure to automatically split the allowable and taxable amounts on the report produced by the system.*

When you have completed the screen, press the **Post** button to record these default per diem allowances for the group. These default allowances must be set up for each group being paid under the daily method.

## Flat Per Diem

If you're paying a **flat weekly amount** for per diem, that option brings up this screen:

Location	Days	GL	Meals	Incidentals	Lodging
- -					
- -					
- -					
- -					
- -					

GL	LO	G/L	PROD	DETL	ST	IN	F
1 Meals							
1 Incidentals							
1 Lodging							
2 Meals							
2 Incidentals							
2 Lodging							
3 Meals							
3 Incidentals							
3 Lodging							

The 4 fields named **Group**, **Description**, **Week-ending** and **Name** are carried over from the previous screen. The Name field holds the word 'Default' versus that of a crew member (as we're setting up the default amounts for a group and not paying someone). For the same reason, the fifth field, 'SSN' can be left blank.

The remainder of this screen allows you to tell the system what (1) the default **Flat Weekly** amounts for the group are for **Meals** (no breakdown by Breakfast, Lunch and Dinner as under the Daily Method) and **Incidentals**, and (2) the default **Flat Weekly** amount for **Lodging**.

Instead of entering the default amounts for each day of the week, you tell the system how many days the weekly default amount covers.

The remaining fields are entered using the daily method discussed earlier.

In the **Location** field, enter the taxing location in which the per diem is being paid. Taxing Locations have to have been set up previously and are validated in this screen. A right-click brings up the locations that you've set up.

In the **GL** field, you have to enter a 1, 2 or a 3 to indicate which one of the three available **GL Distribution** sets applies to each line or day. In the **GL Distribution** sets themselves, you can charge Meals, Incidentals and Lodging each to a different account.

If you enter an account number for Meals only, the system will assume the same account for Incidentals and Lodging.

For each **GL Distribution** set that you've referenced in a **GL** field above (1, 2 or 3) in setting up defaults you have to supply the account number(s) for it.

In completing the **GL Distribution** sets, you are telling VISTA that you want the Per Diem system to debit the production cost accounts directly (versus debiting them via EP's Payroll System). It stands to reason therefore that you had specified **Production** on the **Per Diem Entry** first screen as opposed to **Advance**.

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**Note:** The GL field and the corresponding group of accounts in the lower portion of the screen must be completed even if you have decided to charge the per diem clearing (i.e. advance) account instead of the actual production cost or expense accounts. However, even with providing the production cost account numbers under this (Advance account) option, the transactions will still be posted to the advance account and not those production cost or expense accounts.

---

The **Total** for meals and incidentals is added to the mileage default (whose setup is covered in the next menu choice) and the result compared with the federal limit for M&I for each taxing location set up earlier. The daily lodging amount is also compared with the federal limit for Lodging for that taxing location. *The Per Diem system uses this procedure to automatically split the allowable and taxable amounts on the reports produced by the system.*

When you have completed the screen, press the **Post** button to record these default per diem allowances for the group. These default allowances must be set up for each group being paid under the flat (weekly) method.

**Note:** The GL field and the corresponding group of accounts in the lower portion of the screen must be completed even if you have decided to charge the per diem clearing (i.e. advance) account instead of the actual production cost or expense accounts. However, even with providing the production cost account numbers under this (Advance account) option, the transactions will still be posted to the advance account and not those production cost or expense accounts.

See ["Taxing Locations"](#) on page 17-2.

---

## Mileage Group Default Payment Set Up

**NOTE:** As is the case of Per diem, the same menu command and screens are used for both **Mileage Group Default Setup** and **Mileage Payment Processing**. You are therefore going into the same screens for these two separate and distinct processes which are accounting functions that more often than not occur at different frequencies and times.

The **P/D, Mileage Entry** menu command is therefore used here to set up the defaults and these instructions are for that specific function only. The use of this same menu command for paying Mileage diem is covered further below.

**Purpose:** to set up the default mileage diem amounts for a specific mileage group.

**Required:** mileage default amounts for a group must be set up before anyone in that group can be paid mileage.

**Defaults:** none

**Delete:** a default for a group cannot be deleted but can be modified

Every week, the individuals of a particular group are paid the default amount applicable to that group unless the amount is changed by you at the time of payment.

## Default versus Employee

As noted at the beginning of these instructions, the same screen is used for setting up a group default as well as for processing payments. As we're discussing group default here and not how to pay employee, it's the **Default** button you're interested in.

## Advance versus Production

**Advance** and **Production** define the method to be used to account for the payment of mileage and the booking of the charges to the cost or expense accounts.

Under **Advance**, the Per Diem system will charge the mileage payments to a Clearing Account (crediting petty cash or bank). On the recipients' timecards, these mileage payments are coded to the production cost or expense accounts, causing the EP payroll system to debit the cost or expense accounts with the charges and credit the Per Diem Clearing with the offset in the accounting entries that it sends back to VISTA via the payroll diskette.

Under the **Production** method, the Per Diem system itself directly debits the mileage payments to the production cost or expense accounts. On the recipients' timecards, all mileage payments are coded to the Clearing Account thereby causing the EP payroll system to debit the Clearing Account with the charges while still crediting the same Clearing Account with the offset as before in the accounting entries that it sends back to VISTA via the payroll diskette.

Choosing the **P/D, Mileage Entry** menu command brings up this screen:

Function Help

ADD

Group ☐ Description  Week Ending

☐ Default Employee

Post to ☐ Advance Production

LO G/L PROD DETL ST IN F

Petty Cash Advance

Petty Cash Custodian

Next Screen

In the Group field, enter the group code of the group for which you're setting up a mileage default.

In the **ADD** mode, a right-click brings up a list of the groups set up in the system that you can set up defaults for. In the **INQUIRE** and **MODIFY** modes a right-click brings up the groups that you already have defaults set up for.

Although a week-ending date is only relevant when paying mileage, it is required in group default setup because we are using the same screen as for payment, therefore enter the week-ending date of the first week that you will be making per diem payments. **This date must be a Saturday.**

Next, click the **Default** (and not the Employee) button as we're setting up a group **default** here and not paying the employees yet.

As explained above, choose the **Advance** button if you want to charge the production cost accounts via the timecards (i.e. via the EP payroll system) or choose the **Production** button if you want to charge the production cost accounts through the Per Diem system directly.

If you choose **Advance**, i.e. you want to charge the mileage payments to the cost accounts **via EP's payroll system** and **not** via the Per Diem system, and therefore in the latter Per Diem system you only want to put the payments temporarily in a clearing account, VISTA asks you for the account number of that clearing account--what it calls the **Petty Cash Advance** account.

Give the account number of the **Petty Cash Advance** account as appropriate.

If you choose **Production**, VISTA does **not** require the **Petty Cash Advance** account number and bypasses it altogether.

The **Petty Cash Custodian** account number is the account number that gets credited with all mileage payments, so this account number is always required.

Once this screen is completed, the rest of the data needed for VISTA to set up a default for a group is provided on the next screen. Click the **Next Screen** button to bring the next screen you need to complete:

Function Help

ADD

Group 01 Description GROUP Week Ending 01/02/93

Name DEFAULT SSN - -

Meals / Incidentals

	GL	Miles	Rate	Total
Sun	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Mon	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Tue	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Wed	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Thu	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Fri	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Sat	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Tot	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

GL LO G/L PROD DETL ST IN F

1

2

3

Skip Post Cancel Quit

The 4 fields named **Group**, **Description**, **Week-ending** and **Name** are carried over from the previous screen. Note that the Name field holds the word '**Default**' in it versus that of a crew member since we're setting up the default amounts for a group in this instance versus paying someone. For the same reason, the fifth field, '**SSN**' can be left blank.

The remainder of this screen allows you to tell the system what the default distance in miles and the rate per mile are for the group--the system will calculate the **Total**.

You can enter this information for each day of the week for which you wish to have a default

In the **GL** field, you have to enter a 1, 2 or a 3 to indicate which one of the three available **GL Distribution** fields applies to each day.

For each **GL Distribution** field that you've referenced in a **GL** field above (1, 2 or 3) in setting up defaults you have to supply the account number.

In completing the **GL Distribution** field, you are telling VISTA that you want the Per Diem system to debit the production cost accounts directly (versus debiting them via EP's Payroll System). It stands to reason therefore that you had specified **Production** on the first **Mileage Entry** screen as opposed to **Advance**.

---

**Note:** The GL field and the corresponding group of accounts in the lower portion of the screen must be completed even if you have decided to charge the per diem clearing (i.e. advance) account instead of the actual production cost or expense accounts. However, even with providing the production cost account numbers under this (Advance account) option, the transactions will still be posted to the advance account and not those production cost or expense accounts.

---

The **Total** for mileage is added to the meals and incidentals default (whose setup is covered in the previous menu choice) and the result compared with the federal limit for M&I for each taxing location set up earlier. *The Per Diem system uses this procedure to automatically split the allowable and taxable amounts on the reports produced by the system.*

When you have completed the screen, press the **Post** button to record these default mileage allowances for the group. These default allowances must be set up for each group being paid mileage.

---

## Per Diem & Mileage Payment Cycle

The Per Diem/Mileage payment cycle has **four steps**:

1. generating per diem payments to be made to each group (**P/D, Per Diem Entry**);
2. generating mileage payments to be made to each group (**P/D, Mileage Entry**);
3. printing an report of what is going to be paid for auditing purposes (**P/D, Per Diem/Mileage Audit**);
4. posting an approved payment schedule to record the per diem payments in VISTA (**P/D, Per Diem/Mileage Post**). *You must post the batches before the per diem and mileage information will be included in cost reports or appear on the ledger.*

## Payment of Per Diem

**Purpose:** generate per diem payments for a group for the week

**Required:** the default per diem (meals, incidentals, lodging) amounts must be already set up for the group you want to pay

**Defaults:** group default amounts automatically apply for every person in the group

**Delete:** delete or modify any of the payment line (items generated based on the group's defaults) by requesting '**Verify**'.

Choosing the **P/D, Per Diem Entry** menu command to make payments brings up the same screen that was used for setting up group defaults :

The screen comes up with the default **ADD** mode which is the mode needed to initiate payments.

In the **Group** field, enter the code of the group you're paying or select the group you want from the scroll panel invoked with a right-click.

In the **ADD** mode, a right-click in the group field brings up the **Groups** that have been set up in the system. In the **Modify** and **Inquire** modes, a right-click brings up the **Group Defaults** and any **Open** Payment Batches that have not been posted to the general ledger yet.

**Modify** lets you make changes or corrections to either **Defaults** or **Payment Batches**.

The system automatically brings in the **Description** for you.

You need to enter a **Week Ending** date that is a Saturday.

For the next field, which is the one-character option box, you have to *remember* whether the default already set up for this group was **Daily** or **Flat**. Selecting one that has not been set up will bring up an error message advising you of this fact.

As you are making payments (and not setting up defaults), click **Employee** and not **Default**.

The other fields--option box for **Advance** or **Production**, **Petty Cash Advance**, **Petty Cash Custodian** account numbers are pulled from the **Group Default** record and brought in for you by the system.

Once this screen is completed, the system is ready to list the names of the employees that comprise this group. To proceed click the **Next Screen** button and the system brings up this screen:

The screen has 3 boxes. All employees in the group start off in the **Do Not Pay** box as a precaution and the system forces you to consciously select each person for payment.

To pay someone, you can **ADD** her to either the **Verify** or the **Nonverify** box.

Adding someone to the **Verify** box causes VISTA, in the next step after you click **OK**, to bring up that person on a payment detail screen (the same one used for setting up default payment details) showing the amounts (which are the group's default amounts) that will be paid to the person. In that screen, you can delete a line of payment or make any change you wish.

Adding someone to the **Nonverify** box processes the employee's payment(s) through and does not afford you the opportunity of review or to make any changes.

To add a person, highlight her name and click the **ADD** button of either the **Verify** or the **Nonverify** box.

If you don't want to pay someone for that week, leave him in the **Do Not Pay** box or if you've already **ADDED** him, use **Remove** to bring him back to the **Do Not Pay** box by highlighting his name in the **Verify** or **Nonverify** box and clicking the **Remove** button.

Click **OK** when all selections have been made.

The **Per Diem Entry** second screen with payment details will appear for all employees **ADDED** to the **Verify** box. After review and all required changes click the **Post** button to put the payment in review in a batch that can now be posted (see **P/D, Per Diem/Mileage Post** menu command described below).

In this **Verify** mode, the **Skip** button lets you bypass the payment for an individual shown on the screen for processing later.

Both the **Post** and the **Skip** options call up the next payment that was added to the **Verify** box for review or change.

**Cancel** takes you back to the first screen in the payment process.

**Quit** will end the Per Diem Entry function without placing any of the payment transactions in a batch for posting. Upon resuming the process from the first Per Diem Entry screen, you will be brought to the screen that allows you to review and change the contents of the **Do Not Pay**, **Verify** and **Non-verify** boxes.



## Payment of Mileage

**Purpose:** generate mileage payments for a group for the week

**Required:** default mileage amounts must be already set up for the group you want to pay

**Defaults:** group default amounts automatically apply for every person in the group

**Delete:** delete or modify any of the payment lines by requesting '**Verify**'.

Choosing the **P/D, Mileage Entry** menu command brings up the same screen that was used for setting up group defaults.

The screen comes up in **ADD** mode which is the mode needed to initiate payments.

In the **Group** field, enter the code of the group you're paying or select the group you want from the scroll panel invoked with a right-click.

In the **ADD** mode, a right-click in the group field brings up the **Groups** that have been set up in the system. In the **Modify** and **Inquire** modes, a right-click brings up the **Group Defaults** and any **Open** Payment Batches that have not been posted to the general ledger yet.

**Modify** lets you make any changes or corrections that you may want to **Defaults** and **Payment Batches**.

The system automatically displays the **Description** for you.

You need to enter a **Week Ending** date that is a Saturday.

As you are paying mileage on this run (and not setting up defaults), click **Employee** and not **Default**..

The other fields--option box for **Advance** or **Production, Petty Cash Advance, Petty Cash Custodian** account numbers are pulled from the **Group Default** record and displayed for you by the system.

Once this screen is completed, the system is ready to list the names of the employees that comprise this group. To proceed click the **Next Screen** button and the system brings up a screen that allows you to process individuals in the group for payment.

The screen has 3 boxes. All employees in the group start off in the **Do Not Pay** box as a precaution and the system forces you to consciously select each person for payment.

To pay someone, you can **ADD** her to either the **Verify** or the **Nonverify** box.

Adding someone to the **Verify** box causes VISTA, in the next step after you click **OK**, to bring up that person on a payment detail screen (the same one used for setting up default payment details) showing the amounts (which are the group's default amounts) that will be paid to the person. In that screen, you can delete a line of payment or make any change you wish.

Adding someone to the **Nonverify** box processes the employee's payment(s) through and does not afford you the opportunity of review or to make any changes.

To add a person, highlight her name and click the **ADD** button of either the **Verify** or the **Nonverify** box.

If you don't want to pay someone for that week, leave him in the **Do Not Pay** box or if you've already **ADDED** him, use **Remove** to bring him back to the **Do Not Pay** box by highlighting his name in the **Verify** or **Nonverify** box and clicking the **Remove** button.

Click **OK** when all selections have been made.

The **Mileage Entry** second screen with payment details will appear for all employees **ADDED** to the **Verify** box. After review and all required changes click the **Post** button to put the payment in review in a batch that can now be posted (see **P/D, Per Diem/Mileage Post** menu command described below).

In this **Verify** mode, the **Skip** button lets you bypass the payment for an individual shown on the screen for processing later.

Both the **Post** and the **Skip** options call up the next payment that was added to the **Verify** box for review or change.

**Cancel** takes you back to the first screen in the payment process.

**Quit** closes the Per Diem Entry function altogether without placing any of the payment transactions in a batch for posting. Upon resuming the process, from the first Per Diem Entry screen you will be brought to the screen that allows you to review and change the contents of the **Do Not Pay**, **Verify** and **Non-verify** boxes.

## Per Diem/Mileage Audit

**Purpose:** Print a report of payments to be made for audit and filing

**Required:** For a specific Week Ending Date and Group

**Defaults:** Set for all payments batched for posting, unless an SSN is provided, and for “Per Diem”, in “Detail” and to sort by “Name”.

**Delete:** Not applicable

Choose the **P/D, Per Diem/Mileage Audit** menu command.

The screenshot shows a software window titled "Per Diem Report". Inside, there's a menu bar with "Function" and "Help". Below the menu bar, there's a form with several input fields and buttons. The "Week Ending" field has a date format (slashes). The "Group" field has a dropdown arrow. The "SSN" field has a field with dashes. The "Report Type" section has a dropdown with "P" and two buttons: "Per Diem" and "Mileage". The "Report In" section has a dropdown with "D" and three buttons: "Detail", "Summary", and "Both". The "Sort By" section has a dropdown with "N" and two buttons: "Name" and "SSN". At the bottom right, there's an "Enter" button.

Enter a **Week Ending** date for which there are payments batched and waiting to be posted. If you have more than one week or more than one group to be posted, you need to run a separate report for each.

Enter a **Group** for whom there are payments batched and ready for posting.

All the payments for the given week ending date and for the group selected will be printed unless you provide a **SSN** in which case only that individual will be printed.

Specify whether you want the **Per Diem** payments or the **Mileage** payments to be printed by clicking the appropriate button. If there are both types of payment for a group, you need to print out separate reports for each.

Indicate whether you want full breakdown of the payments with **Detail** or just one line per person with **Summary**. You can also request both reports by clicking **Both**.

The report(s) can be printed either in **Name** order or in **SSN** order.

Upon reviewing your audit report, use the **Modify** function in the **P/D, Per Diem Entry** or the **P/D, Mileage Entry** menu commands to make any changes or corrections that you wish.

---

## Per Diem/Mileage Post

Per Diem/Mileage Post

Function Help

PRODUCTION COMPANY NAME

Group Week Ending / /

Post Options

P Per Diem Mileage

L Post and List List Only

D Detail Summary

Enter

**Purpose:** To record Per Diem and Mileage payments in the production cost records (i.e. booking the entries into the general ledger).

**Required:** Payments must have been generated and posted to open batches

**Defaults:** “Per Diem” versus Mileage; List Only versus Post and List.

Choose the **P/D, Per Diem/Mileage Post** menu command.

### Group-Week Ending

Right-clicking in the **Group** field brings up a scroll panel listing the open batches of payments that have been generated but have yet to be posted to the general ledger. The attributes listed by batch are (1) Group code and (2) Week Ending date.

Selecting one or more batches for posting by **highlighting** and clicking **Done** brings the Group(s) and Week Ending date(s) into the Per Diem/Mileage Post window.

If posting only one batch, and both the Group code and Week Ending date are known, then a User can simply input that information.

### Post Options

VISTA allows the User to control the parameters of the posting of the Per Diem and Mileage batches via selections input into the Per Diem/Mileage Post window.

### Per Diem/Mileage

Batches are by Group, individual Week Ending date and payment type (i.e. per diem *or* mileage). Therefore each group, week ending date and **per diem** batch; and each group, week ending date and **mileage** batch are posted separately. The **Per Diem** and **Mileage** button selects whether to post per diem or mileage.

## Post and List/List Only

The posting option **List Only** allows the User to check the data once more before actually posting. Select **Post and List** in order to post the transactions *and* generate a printed list of the transaction.

## Detail

VISTA posts Per Diem/Mileage to the ledger in full **Detail**. This means that an entry for each employee will be generated.

## Completing the Per Diem/Mileage Post

Press Enter when the Group, Week Ending and Post Options have been input. Once a batch has been posted to the general ledger through this function, it can no longer be changed or corrected via the **Modify** function in the **P/D, Per Diem Entry** or the **P/D, Mileage Entry** menu commands.

---

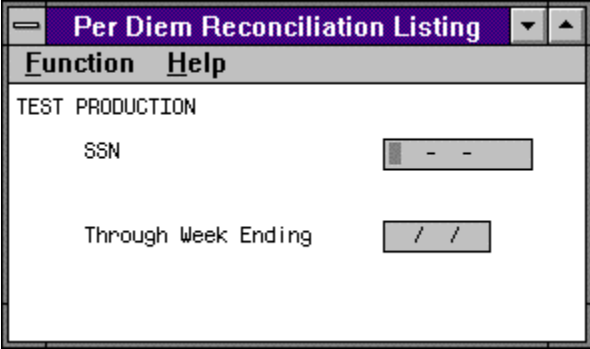
# Per Diem Reconciliation

**Purpose:** To view or print a report that compares per diem payments made through VISTA with per diem information processed through Entertainment Partners payroll system.

**Required:** Week Ending

**Defaults:** None

Choose P/D Per Diem Reconciliation from VISTA's Main Menu.



Per Diem Reconciliation Listing	
Function	Help
TEST PRODUCTION	
SSN	- -
Through Week Ending	/ /

The Per Diem Reconciliation Report allows you to inquire upon the status of per diem and mileage payments that have been entered for a particular week. You have the option of printing the report for a single recipient or for all recipients (by leaving the SSN field blank). This report will compare your per diem and mileage entries to the per diem processed through Entertainment Partners to determine if the individual has any advances outstanding.

---

# Sign-off Tax Sheet

**Purpose:** To print a report that can be used for obtaining receiving signatures when handing out cash per diem payments

**Required:** Week Ending, Group

**Defaults:** Sort By, "N" (Name)

Choose P/D Sign-off Tax Sheet from VISTA's Main Menu.

Per Diem Sign Off sheet

Function Help

Week Ending  / / Group

Sort By  N

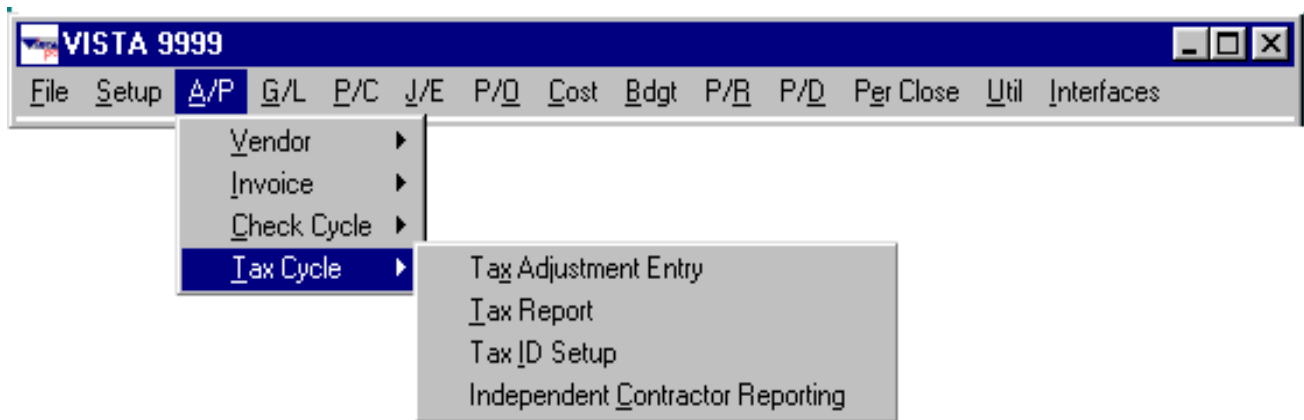
Enter the Week Ending date and Group (or press F12 or right-click to see a scroll panel of selections). You have the option to sort the Sign-off Sheet by name or by SSN. Click on the selected button, and press Enter to get the report.

*This page left blank intentionally.*

# Chapter 18: Taxes 1099s - A/P Menu

---

## Overview



## Typical 1099 Procedure

There are seven steps to the typical 1099 procedure:

1. Company Setup
2. Tax Table Setup
3. Tax ID Setup
4. Tax Adjustment
5. Tax Reporting
6. Print Vendor 1099s;
7. Generate the 1099 diskette to submit to the Federal IRS.

Completion of each step is recommended prior to the commencement of the next. Each step is described in turn.

---

## Company Setup

From VISTA's Main toolbar, select **Setup; Company**.

Right-click or F-12 with the cursor in the **Company** field to display the production's established Company information.

---

If the production has more than one Company, each Company must be reviewed and if necessary, modified separately.

---

The production's Company information *must* be completed and accurate in order for the IRS to accept the 1099 data, and for the production to avoid costly penalties. This includes both the production company's **Address** and **Federal Tax ID** number. The production's corporate tax accounting department should be able to supply the Federal Tax ID number.

Change the **Function** to **Modify**. Make any changes or additions to the data fields. When the window is complete, press **enter** to record the modifications.

---

## Tax Table Setup

If the production has been capturing taxable earnings or withholdings for tax **codes 4, 11, or 13**, then the User must modify the records for those codes so that the codes will print appropriately on the 1099 forms. The only tax code for which the IRS has set a limit is **code 2**. The limit for 1999 **code 2 Royalties** is **\$10.00**.

The Federal Tax Limit amount of **\$600**. is applied in the **Tax ID Setup** (described on page 18-4 of this document), and represents the aggregate of 1099 boxes **1, 3, 6 & 7**.



From VISTA's main toolbar, select **Setup; Tax Tables**.

**Tax Tables**  
Function Help

VISTA TRAINING VERSION

ADD

Currency  Tax Code   
Tax Form  Box Number

1099  
T4A

List of Valid Box Numbers—

- 01 - Rents
- 02 - Royalties
- 03 - Other Income
- 04 - Federal Income Tax Withheld
- 06 - Medical and Health Care Payments
- 07 - Non Employee Compensation/Attorneys' Fees
- 11 - State Income Tax Withheld
- 13 - Gross Proceeds Paid to Attorneys

Change the **function** to **Modify**.

Right-click or F-12 with the cursor in the **Tax Code** field to activate a menu of the available tax codes.

**Prsn110**

Previous Next Help Done Cancel

Currency	Code	Box_no	Description
US	1	01	RENTS
US	11	11	State Income Ta
US	13	13	Gross Proceeds
US	2	02	ROYALTIES
US	3	03	PRIZES/AWARDS
US	4	04	Federal Income
US	6	06	Med & Hlth Care
US	7	07	NEC

Of the IRS Tax Codes, only code **2, Royalties**, requires a tax limit. Select 2, Royalties from the scroll panel. Move the cursor into the IRS Tax Limit field that appears. Input **10**. Make sure to enter a decimal point following 10.

Press **enter** when the data for the tax code is complete and accurate.

If any of the tax codes listed above do not appear on the User's menu, the User can Add the desired codes within the Tax Tables by changing the **Function** to

**Add**, and inputting the appropriate information within the open fields. Press **enter** to record the new Tax Code.

---

## Tax ID Setup

VISTA requires the User to establish Tax Identification for each of the state jurisdictions through which the production paid taxable Vendors during the previous tax year.

From VISTA's main toolbar, select **A/P; Tax Cycle; Tax ID Setup**.

Select the **Company** and **Currency** for which the production will be reporting 1099s. If the production has established several **Company** numbers, then the process described here must be repeated for each **Company** through which 1099s will be generated.

### Federal

Data input into these fields is required for reporting to the IRS. This information accompanies and references the total taxable earnings from all states for each Vendor.

### Tax ID

Input the company's assigned **Federal Tax ID** number. This number is assigned to the production company by the Federal Government for the purpose of tax reporting. The production's corporate tax accounting department should be able to provide this data.

---

Do *not* include any spaces, dashes or hyphens when entering the Federal Tax ID number.

---

### **Transaction Control Code**

The **Transaction Control Code** identifies to the IRS the source of the programs that allow the reporting company with the software to file electronically.

Unless the production's parent corporation has obtained its own **Transaction Control Code**, the User should input the number **39332** into this field. This data identifies *Entertainment Partners* as the supplier of the programs allowing for electronic 1099 filing to the IRS.

### **Tax Limit Amount (...boxes 1, 3, 6, & 7)**

The Federally ordained **Tax Limit Amount** for filing 1099s to vendors is \$600. This limit refers to the aggregate amounts appearing in boxes 1, 3, 6, and 7 of the standard 1099.

When inputting to this field, input both the dollar amount *and* the decimal point. (Omit any dollar signs and cents amount. The decimal point may be included.) In other words, to input the Federal Tax Limit of \$600.00, input '**600.**'

---

**Caveat:** Although the Federal Tax Limit Amount is set by the IRS., a production's corporate accounting department may have different requirements. The User should confer with his or her corporate accounting office for the proper input to this field.

---

### **Contact Name, Phone No.**

Input into these fields the **Name** and **Phone Number** of the person at the production or studio (*not* Entertainment Partners) to whom the production's Vendors should direct questions regarding their 1099s.

---

If the production's accounting office is only a temporary entity, then a contact at the production's corporate level is appropriate.

---

### **State of Incorporation**

Input the two-digit abbreviation of the state in which the production company is incorporated. This information can be verified with the production's corporate accounting office.

### **State Tax ID**

Input the **Tax Identification Number** assigned to the production company by the company's state of incorporation. This information should be verified with the production's corporate accounting office.

---

Do *not* include any spaces, dashes or hyphens when entering the State Tax ID number.

---

## State

The data input into the fields within the **State** section of the **Tax ID Setup** window is required for the states through which taxable Vendors were processed.

### State

Input the state abbreviation. A scroll panel from which to select the abbreviations can be summoned by right clicking within the field. A record must be added for each state to which the production is reporting.

### Bank/PC Code

Input into this field is required only if the User is planning on preparing 1099s by Bank or PC account. Unless this is the case, *this field should be left blank*.

---

If planning to prepare 1099s by bank or petty cash account, contact VISTA **Customer Support** for advice and information: (818) 955-6071.

---

## Completing the process

Press **enter** to complete the **Tax ID Setup** procedure.

---

## Tax Adjustment

The **Tax Adjustment Entry** function allows the User to:

- Add a tax code to a posted invoice/envelope;
- Remove a tax code from a posted invoice/envelope;
- Change a tax code or a work state of a posted invoice/envelope;
- Tax a vendor on a total dollar amount.

From the Main VISTA toolbar, select **A/P; Tax Cycle; Tax Adjustment Entry**.

**Tax Adjustment Entry**

Function Ledger Period Help

PRODUCTION COMPANY NAME ADD

---

Company  Currency  Bank / PC  Vendor

Tax Adjustment Type ☐ Dollar  Year/Period

---

Dollar Adjustment:

Tax Year  Tax Code  Tax State  Adj Amt

Description

---

Code Adjustment:

Invoice/Envelope Number  Amount Subject to Tax

Invoice/Envelope Date  State Worked  Transaction Number

---

Page 01 of 10

CO G/L PROD DETL ST IN F	Amount	Ledger Description	Tax Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## Dollar Adjustment

The dollar amount option is for adjusting by an amount the total 1099 income for a vendor without affecting Vendors, their costs or the General Ledger histories within VISTA. This function is used mainly for adjusting prior year figures once the User is ready to process in the current year; non-monetary and in-kind compensation, etc. that is subject to a 1099.

Input the **Company**, **Currency** and **Bank/PC** code fields.

Select the **Vendor** to which the taxable dollar amount is to be applied.

Select the Tax Adjustment Type: **Dollar** button.

Press **enter** to proceed. The cursor will fall into the **Dollar Adjustment** section of the window. Input data into each of the five fields within the Dollar Adjustment section.

### Adj Amt

Input either a credit number to decrease the total taxable amount for the Vendor, or a debit amount to increase.

### Description

Input a brief explanation for the Dollar Adjustment.

## Completing the Dollar Adjustment

Press **enter** to record the Dollar Adjustment. Doing so will create an A/P or P/C batch named **TAXADJ** that must be **audited** and **posted**. The Dollar Adjustment will not be recorded into the Tax Cycle system until the A/P or P/C batch has been posted.

## Code Adjustment

---

If a particular line of distribution can not be found, please use the Dollar Adjustment procedure.

---

Input the **Company**, **Currency** and **Bank/PC** code fields.

Select the **Vendor** to be modified.

Select the Tax Adjustment Type: **Code** button.

Press **enter** to continue. The cursor will fall into the **Code Adjustment** section of the window.

## Invoice/Envelope Number

If the Invoice or Envelope Number is known, it should be input into this field. If the Number is not know, a scroll panel of available numbers can be viewed by right-clicking or hitting F-12 with the cursor in this field.

When the proper Invoice/Envelope Number is selected and input, hit **enter**. Doing so will display data for the desired Invoice or Envelope.

## Completing the Tax Code Adjustment

When the desired Invoice or Envelope is displayed in the window, the User can modify either the **State Worked** or the **Tax Codes** for each of the lines of distribution.

---

No **TAXADJ** batch is created for **Tax Code Adjustments**.

---

Press **enter** to close the window and save the modifications.

---

## Tax Reporting

VISTA's **Tax Report** program allows the User to:

- Create a **Report** to verify taxable and non-taxable vendors and amounts;
- Print 1099 **Forms** for distribution to the production's Vendors;
- File 1099 data to the IRS electronically via **Diskette**.

Select **A/P**; **Tax Cycle**; **Tax Report**.

## Report

The **Report** function produces a hard-copy list of Vendors and their taxable income totals.

All taxable earnings for each vendor must be reported to the individual work states and the total reported to the resident state of the Vendor and the IRS.

The User *must* be aware of this new reporting requirement in reconciling each Vendor's 1099 income. The totals on the report produced under the Diskette function are the correct totals to be used in completing the IRS form 4804.

Select the **Report** button.

Input the **Company**, **Currency** and **Tax Year: 1999**.

### **Bank Code**

Generally, the **Bank Code** field should be left **blank**.

However, if the production has several **Company** numbers, each with its own **Tax ID** number, then the User must input the **Bank/PC Code** that corresponds with the **Company** containing the **Tax ID** entity for which the **Report** is desired.

### **Optional: Vendor, Tax ID**

The **Vendor** and the **Tax ID** fields may be left **blank**.

However, if the **Report** is to be *limited* to either a single Vendor or by a single Tax ID, then the desired parameters must be input here.

## Completing the Report

Press **enter** to initiate the printing of the report.

## Forms

The **Forms** function generates the 1099 sheets to be sent to each Vendor. The 1099s *must* be printed on standard, three-part, three-on-a-sheet pre-printed IRS laser forms that are available through most office supply stores. (Appropriate forms can also be ordered through Form Consultants, a vendor with whom most VISTA Users will be familiar.)

### Printing with either Collated or Uncollated forms:

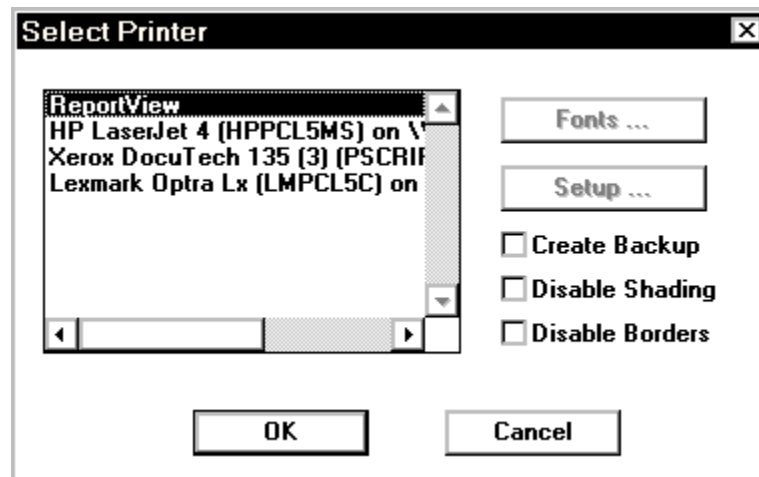
Purchasing blank 1099 forms by order from a Vendor, such as Form Consultants, gives the User the opportunity to order the forms pre-collated. This is preferable, because purchasing uncollated forms, such as are typically available from office supply stores, requires the User to print the forms three times: once each for Federal, State and Recipient batches of appropriate forms. The User must then collate the resultant three batches of printed 1099s by hand.

Select the **Forms** button.

Input the **Company**, **Currency** and **Tax Year** data.

- If printing *pre-collated* three-page forms, leave the **No. of Collated Copies** field to its default, **3**.
- If printing 1099 forms which are *not collated*, then **change** the **No. of Collated Copies** field to **1**.

Press **enter** to initiate the printing of the 1099 forms.



It is urged that the 1099 forms be printed through **ReportView** rather than directly to the printer. By printing through **ReportView**, the User can print one, several or all 1099s at a time, and may begin and stop printing the 1099s at any consecutive points in the run. This will be particularly useful in case of a printer jam, or other unforeseen interruption.



### ***Additional Tips for printing Vendors' 1099 forms:***

- If the tax total for a Vendor is a *credit* amount, then the VISTA records *may* be incorrect. Review the transactions and adjustments.
- When preparing 1099s on a state-by-state basis, pay particular attention to the **State Code** for each invoice. If there is no **tax state** in the invoice, VISTA will default to the Vendor's resident state.
- VISTA can print a 1099 for each Vendor to whom any amount has been paid. To do so, set the Tax Limit Amount to zero. (Refer back to page 18-5 for a review of that process.)

## **Diskette**

The **Diskette** function produces an **electronic data file** that must be copied onto a magnetic media diskette that will be submitted to the Federal government and each state.

Input the **Company**, **Currency** and **Tax Year**. Press **enter**.

The User must then select the printer to which VISTA will print the breakdown report that will detail what has been reported to the IRS and states.

VISTA will typically take several minutes to compile the data to produce the electronic file and the summary report

---

The **Diskette** function *does not* create a diskette. Nor does it write to whatever diskette may happen to be in the **a: drive**. **Diskette** creates an electronic file on the User's hard drive. That file must then be moved to the diskette drive.

---

When the **Diskette** function has completed, there will be a new directory called **FID00000** written to the User's **c:drive**. Within that directory will be a file for the IRS, and each state.

---

## **Filing Federal 1099 data via Electronic Medium**

VISTA allows the User to file the 1099 data required by the IRS via electronic diskette. The first steps, as described above, culminate in the creation of an electronic data file, written to the User's **c:drive**.

The next step is to transfer that electronic file from the **c: drive** to a diskette.

---

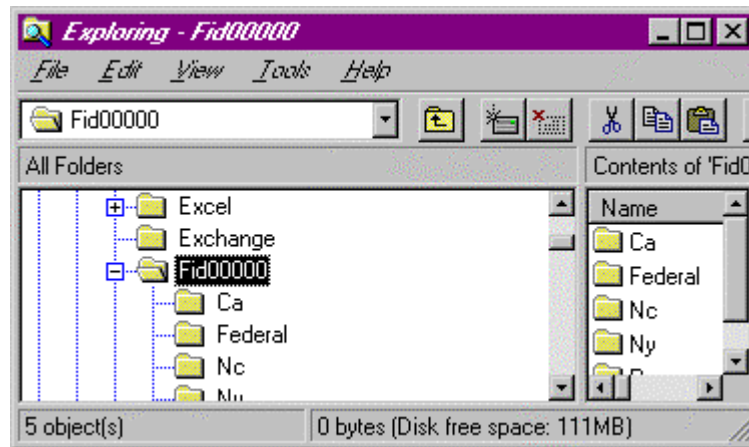
The diskette *must* be submitted to the government agencies with the appropriate Federal and State **Forms**.

---

## **Windows 95 or Later**

Right click on your **START** button and select **EXPLORE**

On the left side you will see the **FID00000** directory. double-click to open this directory. You will then have subdirectories attached, one labeled **FEDERAL**; the others, labeled with the initials of the **STATES** that have been taxed in your system.



Insert a blank diskette and put it in the active floppy drive (typically the **a:drive**).

Double-click on the **FEDERAL** directory on the right. Within that folder will be an **IRSTAX** document. Right-click upon IRSTAX to get a menu. Select **SEND TO**; then select **3 1/2 FLOPPY (A:)**

The IRS tax information will then be copied to the diskette in the assigned floppy drive.

Remove that diskette and affix to it a label that describes that this is the federal electronic filing diskette. The label should include:

- the name of the **company**,
- the name of the **show**;
- the company's **Tax ID Number**;
- the **date** on which the file was created; and
- the **total number of people** listed in the file as having received 1099's.

Also within the directory will be files for each state for which electronic filing records have been created. Follow the preceding process to create diskettes for each of the states for which filing is required.

Be sure to fill out the 4804 form and appropriate state forms and send them with the diskettes.

If you have multiple companies to report to (BANK/PC is selected,) then you can stay in the TAX REPORT window and continue to select your next company's information. By staying in the window, you will create a **FID00001** directory to separate your reporting and Vista will continue to increase the directory number for each time you run your diskette option. **IF** you exit out of the window and open it up again, the counter will return to **FID00000** and will overwrite whatever data you previously saved.

---

Verify that all necessary diskettes have been created before generating subsequent FID files for other shows or companies. The Diskette procedure erases any existing FID00000 files before writing the new one.

---

Make sure to use one diskette for the Federal and one for each state to which filing is required.

---

# Independent Contractor Reporting

## Overview

### Independent Contractor Reporting Law (ICR)

In 1999, Senate Bill 542 was passed by the California Legislature to expand the reporting requirements of 'New Employee Registry' program, to include independent contractors. Effective January 1, 2001, any business deriving trade or business income from sources within this state or subject to the laws of this state that is required to file a Federal form 1099-MISC for services performed by an independent contractor must report specific information to EDD. This legislation will further assist state agencies in establishing, modifying, or enforcing child support obligations.

This means that any Vendor that you will be issuing a 1099 to will need to be reported to the EDD within 20 days after paying \$600 or more, or entering into a contract of \$600 or more, per calendar year. All California business, governmental entities and out-of-state business are required to make these filings. **There are NO exemptions.**

California's new forms for reporting this information are:

Paper Documents	DE 542 "Report of Independent Contractor(s)"
Registration	DE 164 "Magnetic Media Filing Registration"
Magnetic Media	DE 542T "Transmittal for Independent Contractor Reporting"

You will be required to provide the following information that applies to you and your Vendor:

- Your: Federal employer Identification Number  
CA Employer Account Number (if it applies)  
Social security account Number (if it applies)  
Business Name, Address and Telephone Number
- The Independent Contractor's:  
First name, middle initial and last name or business name  
Social Security Number and/or Federal ID number  
Home address  
Start Date of Contract  
Amount of contract (including cents)  
Contract Expiration Date  
Indicate 'Ongoing Contract' (if applicable or  
unable to determine contractual parameters)

Being that the filing requirement is "within 20 days", we recommend that you anticipate doing a filing every two weeks. Also, the first time you file Form DE 542T you are required to file Form DE 164, "Magnetic Media Filing Registration". (See attached DE 164 sample.)

For more information, questions or forms you can call **916-657-0529** or visit the web site at [www.edd.ca.gov](http://www.edd.ca.gov)

Vista has supplemented the existing Tax Cycle with a new Independent Contractor Reporting (ICR) program to provide the required California EDD filings. The new program will review Vendor payments for transactions that have been flagged with tax codes 1, 2, 3, 6, 7 & 13. The ICR program has been designed to include a Vendor the first time payments have reached or exceeded \$600. The vendor will be reported once per annum, per State requirements.

In addition to the setup requirements for 1099's, it is also now necessary to indicate the State of Incorporation in the Tax ID Setup. The tax limits fields in Tax Table and Tax ID Setup will not effect the ICR reporting limit of \$600. The following is a summary of the setup requirements for the reports to be accurate:

- Production Company information must be complete in **Setup, Company**
- All applicable tax codes are setup in **Tax Table Setup**
- State of Incorporation must be entered the **Tax ID Setup**
- Taxable vendors must has a **Y** for **Taxable Status** in their vendor record – **Vendor Entry**
- Enter the Vendor’s name in the **TIN Vendor Name** field – **Vendor Entry**
- Vendors have **CA** as one of there **Work States** – **Vendor Entry**

## ALERT

To avoid possible penalties, enter the Vendors name into the TIN Name field using the following format:

Last Name space First Name space Middle Initial

Example: **Smith/Mary T.**

Enter: **Smith Mary T**

For detailed instruction in completing these fields please review the 1099-MISC Ops Notes or the Vista Manual:

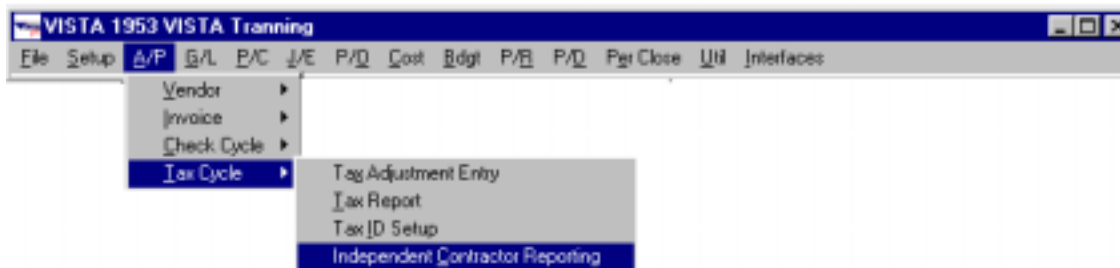
Chapter 9: Setup Menu	Company	page 9-6
	Tax Tables	page 9-18
Chapter 18: Taxes 1099s A/P	Tax ID Setup	page 18-7
Chapter 11: Invoices	Vendor Entry	page 11-2

Vista’s ICR program will not accommodate paper document filings

---

## Tax Cycle

Vista has made the ICR reporting requirement part of the Tax Cycle. The information that you flagged for 1099’s will also be used in identifying which Vendors that will need to be reported to the State. We have added a new menu option to the ‘Tax Cycle’.




---

## Tax ID Setup

In order for Vista to accurately report Vendors to California EDD; the State of Incorporation, as well as all the other information requested in this screen, must be completed in the Tax ID Setup.

From VISTA's main toolbar, select **A/P, Tax Cycle, Tax ID Setup**.

**Tax ID (1099) Setup**

Function Help

VISTA TRAINING ADD

Company  Currency

**Federal**

Tax ID

Transaction Control Code

Tax Limit Amount   
(As It applies to the Total of Boxes 1 3 6 & 7)

Contact Name

Contact Phone No.

State of Incorporation

State Tax ID

**State (Optional)**

State  Bank/PC Cd

Change the **Function** to **Modify**

Right-click or F12 with the cursor in the **Company** field to view the current information.

Right click or F12 in the **State of Incorporation** field and choose from the scroll panel. Enter the State Tax ID number that the State has assigned to the Production Company.

The **Tax Limit Amount** in this screen will **NOT** affect the ICR reporting. The ICR program is designed to report all Vendors when they have received \$600, or more.

Press **Enter** when the production company's information is correct.

For complete instruction on entering data into this record, see Vista Manual, Chapter 18: Taxes 1099s – A/P Menu

---

## Auditing and Adjustments

Follow the procedures outlined in **Tax Adjustment Entry** and **Tax Report** for auditing Vendors information.

---

# Independent Contractor Report

## Report

The **Report** function produces a hard copy of the Vendors who have received \$600 or more since the last ICR reporting. You can request this report in Detail or Summary.

Select **A/P, Tax Cycle, Independent Contractor Reporting**

The screenshot shows a software window titled "Independent Contractor Report". Inside, there's a menu bar with "Function" and "Help". Below that, the text "VISTA TRAINING" is displayed. The window is divided into several sections. The first section, "Filing Options", contains two buttons: "Report" and "Diskette". The second section contains three fields: "Company" (with a small icon), "Currency" (with a small icon), and "Date" (containing the text "12/08/00"). The third section, labeled "Reporting", contains four buttons: "Detail", "Summary", "New", and "Retransfer". There are also small icons next to the "Report" and "New" buttons. At the bottom right, there is an "Enter" button.

The **Date** field can be used to search for payments up to and including the date entered.

## Diskette

The **Diskette** function will produce a Summary Report of the Vendors being reported and generate an electronic data file that will need to be copied onto a magnetic media diskette for submission to the State. When you select the Diskette button your Production name, address and Fed ID number will come up in the bottom portion of the window. Please use this opportunity to verify this information.

The first time the **Diskette** function is used a new directory called **Edd00000** will be written to the User's **c: drive**. Within that directory will be a file using the report date in the format of YYYYMMDD.

**Example:** C:\Edd00000\20010101

Per State requirements the file name is "**Indcontr**".

## Retransfer

If you should need to resubmit a report to the EDD, the **Retransfer** function will recreate the ICR Summary report and write over the "**Indcontr**" file in C:\Edd00000.

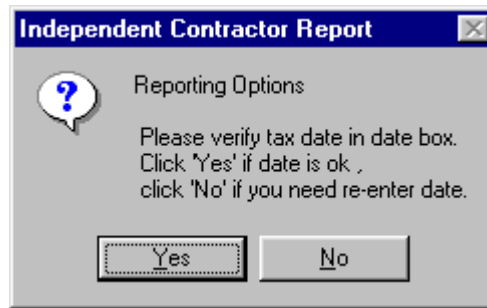
Choose **Diskette**,

Right-click or F12 and select the appropriate **Company** and **Currency**

Enter the **Date** of the report you need to recreate

Verify the company name, address and Fed ID that comes up at the bottom of the screen.

You will get a box asking you to verify the date of the report you wish to recreate.



**Yes** will print the ICR Summary Report and write over the "Indcontr" in the directory path for that report. **No** will place the cursor back on the **Date** box.

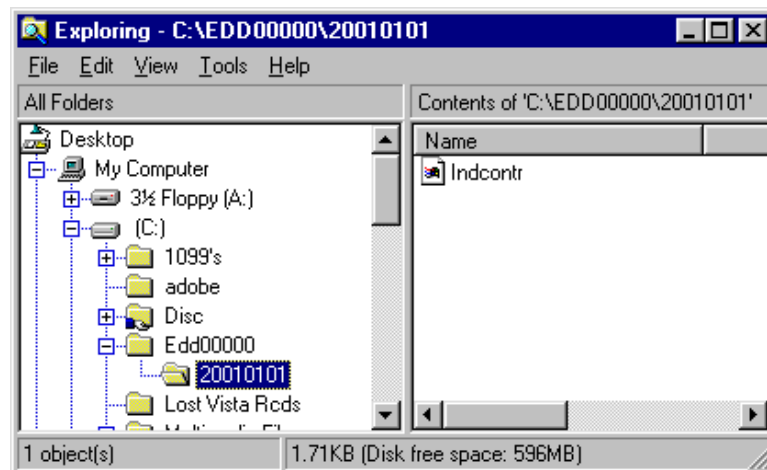
## Creating the Diskette

The **Diskette** function has created the electronic data file and has placed it in the **C:\Edd00000\YYYYMMDD** directory with a file name of "**Indcontr**". Now you will need to copy this file to a diskette, affix an identifying label and complete the appropriate State Form(s).

### Windows 95 or Later

Right click on your **START** button and select **PROGRAMS, WINDOWS EXPLORER**

On the left side you will see the **C:\Edd00000** directory. Double-click to open this directory. You will then see the attached subdirectories, one labeled for every report you have created (or will be creating) **20010101**.



Insert a blank 3 1/2 inch diskette into the appropriate drive; typically **a: drive** (5 1/4 diskettes are also acceptable)

Double-click on the **YYYYMMDD** directory on the left. Within that folder will be an **Indcontr** document. Right-click upon the Indcontr folder to get a menu. Select **SEND TO**; then select **3 1/2 FLOPPY (A:)**

The ICR information will then be copied to the diskette in the assigned floppy drive.

Remove that diskette and affix a transmitter identification label that describes this as the State's ICR electronic filing diskette. The label should include:

- **State of California Independent Contractor Reporting**
- **Transmitter:** the name of the **Company**,
- **FEIN:** the company's **Federal Tax ID Number; (FID)**
- **State Acct No:** the company's **State Employer Acct No (EDD #)**
- **Total Records Reported:** the **number of contractors** listed in the file.  
(displayed on the last page of the report)
- the **Date** on which the file was created.

### **ICR's Transmittal Form(s)**

**Magnetic Media Filing Registration, DE 164** To file the ICR reports in the magnetic format you must submit a 'Registration' Form (DE 164) with the first filing to the State. E.P. has included a sample of form.

#### **Transmittal for Independent Contractor Reporting, DE 542T**

A DE 542T must be submitted with each magnetic filing.

---

Do not submit your ICR filings without the proper Form(s) or a diskette label

---

### **Shipping Instructions**

With a completed **DE 542T**, (a **DE 164**, first time only) and an **identification label** affixed to the diskette; place in a box or mailer with proper padding and mail to:

**Employment Development Department**  
**P.O. Box 997350, MIC 99**  
**Sacramento, CA 95899-7350**

### **Information Contact**

To request forms, labels, or information relative to magnetic media reporting of independent contractor data; you can call the State at **(916) 651-6945**, visit the web site at [www.edd.ca.gov](http://www.edd.ca.gov); or write to:

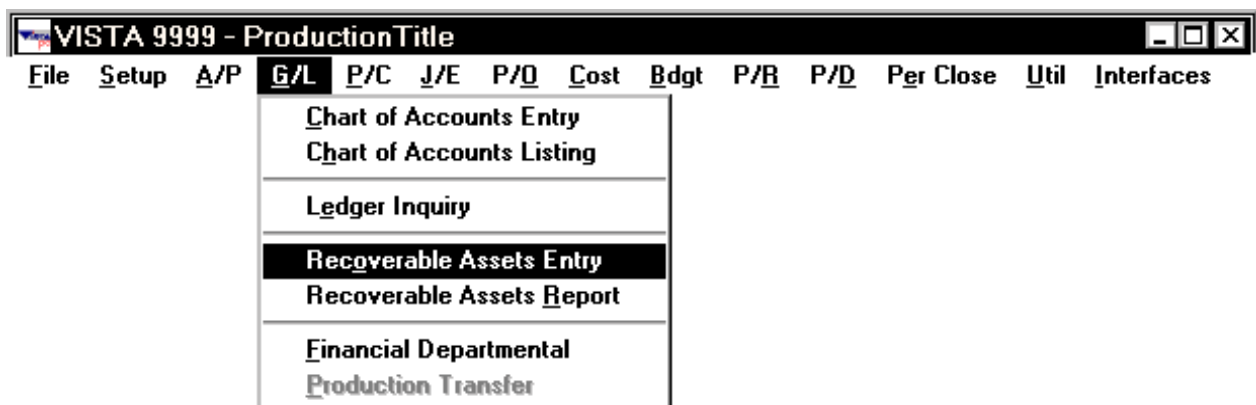
**Magnetic Media Coordinators, MIC 15**  
**Employment Development Department**  
**P.O. Box 826880**  
**Sacramento, Ca 94280-0001**



# Chapter 19: Recoverable Assets - G/L Menu

---

## Overview



The means of managing **Recoverable Assets** in VISTA are spread over many of its modules:

- Under **Setup, Insurance/Free Field**, you define the **Codes** that are valid for coding in such segment, the description for each code and indicate if those codes are valid for production accounts or balance sheet accounts.
- Having established these **Codes**, you actually append them at the end of your standard account number on each line of distribution against items of expenditure that are deemed assets, or worth tracking for some purpose or other, in **A/P, Invoice, Invoice Entry** and in **P/C, Petty Cash Entry**.
- Having set up in this manner and then diligently recorded each item as appropriate when processing invoices and accounting for petty cash, you then are given 2 additional and separate functions under the G/L menu to further process and report on these recoverable assets:

(1) **Recoverable Assets Entry;**

(2) **Recoverable Assets Report.**

See also "[Ledger Adjustment](#)" on page 20-8.

The Recoverable Asset program is designed to allow you to record disposition information without having to maintain independent logs and worksheets. You may designate as many values for the recoverable asset free field and/or insurance field as necessary.

---

## Recoverable Assets Entry

**Purpose:** Record disposition, amount recovered and reporting status of items of recoverable assets

**Required:** Currency, Insurance/Free Field Code

**Defaults:** All accounts

Recoverable Assets Entry lets you bring up the items that have been coded as assets with the Insurance/Free Field codes and add to each record:

- the disposition method;
- amount recovered for the asset;
- whether or not you want the item to appear on the Recoverable Assets Report.

*It is very important to note the way this function distinguishes between items that have a disposition method already and those that don't.*

In the **Add** mode, *only* the items that *don't* have a disposition method entered for them are displayed for processing in that mode.

In the **Modify** mode, *only* the items that *do* have a disposition method entered for them are displayed for you to modify. This applies to the **Inquire** mode also with the exception that you cannot change anything in that mode.

Choose **G/L, Recoverable Assets Entry** from VISTA's Main Menu.

Decide whether you wish to **Add** disposition method and information to certain items or to **Modify** the disposition methods and information of items that have them already.

Recoverable Assets Entry					
Function    Help					
VISTA TRAINING VERSION 4.4					<button>Add</button>
Currency <input type="checkbox"/>	Account Range		CO G/L PROD DETL ST		
IN F	from		<input type="text"/>		
Memo <input type="checkbox"/>	To		<input type="text"/>		

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Vendor Name	Ledger Description	Purchase Amount	Disposition Method	Recovered Amount	Apt Y/N
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Currency:** enter the currency (of the bank accounts) under which these items were recorded or paid for.

**Memo:** this field refers to the Insurance / Free Field **Code** that is carried by the items that you wish to process.

**Account Range:** If you know for sure the account range within which certain assets would have been recorded, you can expedite the system's search for all these items by giving the account range here. Leave the fields blank and the system will include all account numbers in its search for assets that carry the **Code** you've specified in **Memo**.

Press Enter to start the system searching for the assets. What it brings back depends on whether you're in the **Add** mode or the **Modify / Inquire** mode (see above).

In all cases, the fields that are filled in by the system and cannot be changed are:

- Vendor Name
- Ledger Description
- Purchase Amount

The fields that can be added to or modified by you in this function are:

- **Disposition Method**
- **Recovered Amount**
- **Yes or No to Report**

Typical **Disposition Methods** include sold, scrapped, transferred to Stores.

The **Recovered Amount** is what you've received for the asset upon its disposal.

A **Yes** will make the item show up when you print a **Recoverable Assets Report**. A **No** stops it from appearing on the report although the record is still very much in your system and can be modified further.

This feature is useful for displaying items of varying status and disposition.

---

## Recoverable Assets Report

**Purpose:** Produces a report version of recoverable asset information that's displayed on the entry screen above plus a little more.

**Required:** Currency code, Insurance/Free code used to identify assets

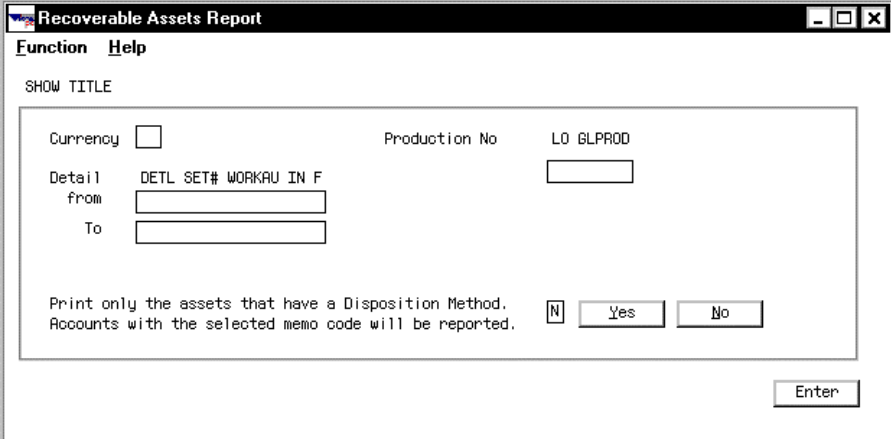
**Defaults:** All account numbers, **No** to the question 'only assets with disposition method' (i.e. all assets coded to chosen asset code).

### Overview

This report gives you the information that's shown on the screen in **Recoverable Assets Entry** screen plus the system transaction number and the source code.

Note that this report can only be printed one 'Asset' code at a time and that only the items marked with a **Y** on the **Entry** screen to indicate that you want this item to appear on this report end up appearing on the report.

Choose **G/L, Recoverable Assets Report** from VISTA's Main Menu.



**Currency:** by requesting that you give only the **Currency**, VISTA is indicating that recoverable assets are viewed across all bank accounts.

**Production No.:** this field refers to the Company and/or GL production **Code** that is carried by the items that you wish to show up on the report.

**Detail:** If you know for sure the account range within which certain assets would have been recorded, you can expedite the system's search for all these items by giving the account range here. Leave the fields blank and the system will include all account numbers in its search for assets that carry the **Code** you've specified in **Production No.**

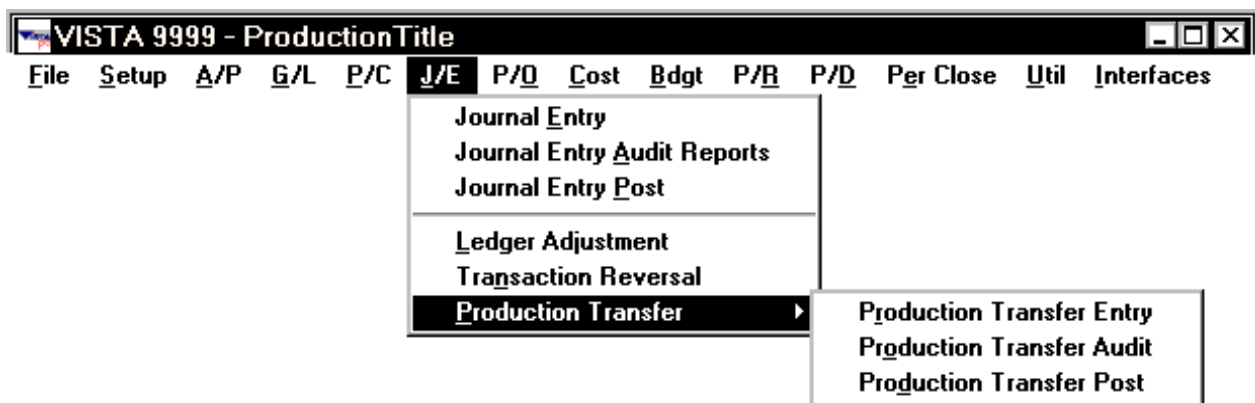
You can of course still restrict the reporting to a certain account range if you're only interested in what assets have been recorded within those accounts.

**Only assets with disposition method:** This limits the information to only the assets that have a disposition method recorded if you change the default **No** to a **Yes**.

# Chapter 20: Journal Entries - J/E Menu

---

## Overview



The **Journal Entry** module in VISTA allows you to generate accounting entries directly to the General Ledger outside of the flow of accounting entries generated by the feeder systems that support the Accounts Payable, Petty Cash, Payroll and Per Diem processing functions.

For batch control purposes, VISTA provides you with two options:

- to have all journal entries created under one given batch with a predefined batch ID, or;
- give free rein to users of your system to create as many journal entry batches with names or batch ID of their own designation.

There is no preferred method; rather the only advice we would venture is that standardized methods and procedures, batch naming conventions, built-in indicators to identify the authors constitute good practice that will help you control the use of this flexible accounting tool in affecting the financial and cost records of your production.

The option to control your journals under a single batch cannot be chosen through a menu command and has to be set up by your Customer Representative. Please call us for assistance.

The **Journal Entry** module consists of the following menu commands:

- **J**ournal **E**ntry
- **J**ournal Entry **A**udit Report
- **J**ournal Entry **P**ost
- **L**edger Adjustment
- **T**ransaction Reversal
- **P**roduction Transfer
  - **P**roduction Transfer Entry
  - **P**roduction Transfer Audit
  - **P**roduction Transfer Post

## Journal Entry

**Purpose:** Generate journal entries to be posted to the general ledger

**Required:** Company, Currency, Batch ID, Source Code, Account Number, Amount (balanced entry), Ledger Description

**Defaults:** Source Date and Year Period

**Delete:** Delete an entire batch or delete a transaction within a batch

Choose **J/E, Journal Entry** from VISTA's Main Menu.

Journal Entry

Function Edit Lines Ledger Period Batch Help

VISTA TRAINING VERSION

Batch Control

Company 01 Currency US

Batch

Debit Amount

Current Debit

Source Code JE

Source Date 01/17/01

Total Debit

Debits 0.00

Credits 0.00

Year/Period 2000/01/01

Session Debit

Transaction No.

ADD

Comments

Ref. Trans No.

Page 01 of 30

	CO G/L PROD DETL ST IN F	Amount	Ledger Description	REFERENCE
1				
2				
3				
4				
5				

The (default) **Add** mode in this menu command means either adding a new batch to the system or adding transactions to batches that were created earlier but have not yet been posted.

If a **Batch ID** is *input* (rather than *selected* from the scroll panel), and if that Batch ID already exists, then VISTA searches for and selects it. If the Batch ID does *not* already exist, then VISTA prompts the User to confirm that he or she is entering a new journal entry batch.

Please refer to **Year Period** instructions below for notes on the **Ledger Period** menu function.

The **Batch, Unlock Batch** command allows the User to clear the Batch Control section and restart the function with another batch without exiting the function.

**Batch, Delete Batch** allows the User to delete a batch that was created previously and is open. The deletion is allowed even when the batch contains live journal entry transactions. VISTA will prompt the User to confirm the deletion of the batch.

Please note the distinction between **Function, Delete** and **Batch, Delete Batch**. The former deletes a transaction in a batch, the latter deletes the entire batch.

## The Batch Control Section

### **Company-Currency-Batch ID:**

As in all VISTA functions it is necessary to indicate the **Company** and the **Currency** to be affected. For the purposes of this window, the combined **Company-Currency-Batch ID** code is what identifies the unique name of the batch to be created, added to, inquired about; or whose transaction is to be modified or deleted.

An **F12** in the **Company** field lists all the company-currency combinations set up in VISTA.

With **Company** filled in, an **F12** in **Currency** lists only the currencies set up with the specified company from which to choose.

With **Company** and **Currency** input, an **F12** in the **Batch** field lists the batches already created, but not yet posted, under the specified combined company-currency code.

VISTA will notify the User if there are no open batches to process. In the case of a new batch, input the name chosen for the batch.

### **Debit Amount**

*Batch control debit total:* This field is used to tell the system what batch control total to be affected. It is checked by the system automatically when posting the batch. VISTA interrupts the posting process if the debit total (and the credit total for that matter, since a journal entry must balance to zero) does not agree with this input batch control total. Leave this field blank to decline to use batch control total balancing

### **Current Debit**

*Opening batch control debit total:* VISTA uses this field to display the total debits of the last working session on the current batch. In other words, the total is *not dynamically* updated on an ongoing basis. Instead, it is updated when the batch is closed, so that when opened once again for whatever reason, this field will hold an updated total up to the last concluded session.

This field can not be accessed for input.

Press the Enter key when the Batch Control Section has been completed.

## Source Code

Source codes (by which transactions are identified) are established under **Setup, Source Codes**. Part of the process of establishing source codes is the definition of the modules(s) in which each source code can be used.

Input any of the source codes defined as valid for the **Journal Entry** module. Although '**JE**' tends to be used for generic journal entry functions, some Users prefer to identify their journal entries more specifically--such as '**WT**' for wire transfers, '**ST**' for studio advances and so on. VISTA validates the source code before proceeding.

## Source Date

This field defaults to the current system date, but may be modified by the User.

## Total Debit

*Transaction debit control total:* This is a *current* transaction control total. Use this control total to check the complete-ness of each transaction entered in the current session. It requires establishing the transaction control totals ahead of time. Every time this total is entered, VISTA checks for complete-ness by comparison with the total entered in the lines of distribution.

## Year/Period

The Year/Period defaults to the current year period. The Year/Period cannot be changed except through the function **Ledger Period** which allows the User to make Journal Entries for **Next** year period, **Month-to-date PCL** and **Quarter-to-date PCL** within the same batch and within a single session.

It is generally poor practice to mix year periods' journal entries. It is a better practice to create separate batches for each different ledger period.

## Session Debit

*Control total for the current session:* This is the running debit total of journal entries between opening a batch for processing and closing it. This field resets to zero whenever it is reopened for further processing.

The **Session Debit** total at the time the current session is *closed* will be added to the **Current Debit** total at the time that the current session was *opened*. This total will become the **Current Debit** total at the opening of the *next session*.

## Transaction No

The system transaction number in this field is the number that was assigned to the last journal entry made. Write this number on supporting documentation, as it is a search criterion helpful when using system inquiry functions in the future.

## The Reference Section

### Comments

The information input into this field serves as explanation for the journal entry transaction in subsequent reports.



## Ref. Trans. No.

This *numeric* field is provided for referencing a voucher or invoice number that may be related to this journal entry.

## The Accounting Entries Section

### Account Number

*Up to 150 lines of distribution can be entered for each journal entry.*

Enter the account to be debited or credited. Every **account number** *must* be provided, because **journal entries** are not created with automatic clearing or control accounts. VISTA validates the input against the chart of accounts.

### Amount

Debit amounts are entered as *positive*; credit amounts are entered as *negative*. In total, debits *must* equal credits. VISTA does not allow completion of a transaction that is out of balance.

### Ledger Description

Make the ledger description as descriptive as possible. Information input here can help explain the reason for the **journal entry** transaction via reference to the **general ledger**.

## REFERENCE

In this field the User can enter a brief description of the distribution line.

If the same **Reference** is desired for several consecutive lines, the User can simply tab through the **Reference** field, thereby duplicating the description from the previous field.

## Completing the Journal Entry

Up to 150 lines of distribution can be entered for each journal entry transaction.

Pressing **Enter** books the current journal entry transaction and updates the **Transaction No.**, the **Session Debit** total.

To call up another journal entry, or to create a new batch at the end of the current session, activate another batch without leaving the **Journal Entry** window with the **Batch**, **Unlock Batch** function.

To close the batch, use the **Function**, **Exit** command.

---

## Journal Entry Audit Reports

**Purpose:** Prints journal entries by batch for auditing.

**Required:** Company-Currency-Batch ID

**Defaults:** Report by transaction, all transaction in the batch, in native currency, and if conversion to base currency selected, uses budget conversion rate.

Choose **J/E, Journal Entry Audit Reports** from VISTA's Main Menu.

**Journal Entry Audit Reports**

Function Help

VISTA TRAINING VERSION 4.4

**Required Entry**

Company  Currency  Batch

Report By ☒ T ☐ Transaction ☐ Distribution ☐ Both

**Optional Entry**

Transactions From  To  (Blank for all)

**Currency Exchange**

Currency Conversion

Exchange Rate

**Company-Currency-Batch ID:** Identify the batch to print with a unique combined **Company-Currency-Batch ID** code.

As the audit report function is narrowly focused, an **F12** or right-click in the **Company**, **Currency** or **Batch ID** field lists all the batches that are open in your system for selection. Unlike the Entry function, you can select and print several batches at the same time.

**Report by:** the default order in which journal entry **T**ransactions are printed is transaction number order. Change it to **D**istribution if you want it in account number order.

**Transaction No. Range:** if you wish to limit your report to certain transactions only, give the transaction number or range in these fields. Even when your reporting selection is by distribution, selection by transaction number is still valid. In this way, especially when you have large batches, you retain full flexibility in printing out your journal entry transactions for review.

The default is to print *all* transactions in the selected batch(es). When you press **Return** at the end, the system therefore automatically fills in these fields with zeroes to nines.

The last print option you have is the currency in which you want the report.

**Currency Conversion:** the report prints in **N**ative currency by default (i.e. the currency in which the transactions were originally entered in the system). Change the selection check box to **B**ase if you want the transaction amounts converted to the base currency.

**Exchange Rate:** If your selection is for conversion to base, you further have the option to direct the conversion to be done using the **B**udget or the **C**urrent exchange rate.

For information about your currencies and exchange rates, use the **S**etup, **C**urrency menu command.

Press **Enter** to start the report process.

If, after reviewing your audit reports, you need to make corrections, use the **J/E, Journal Entry** menu command.

---

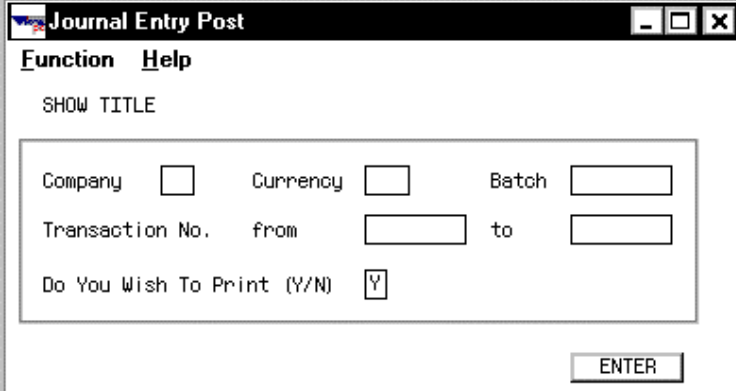
## Journal Entry Post

**Purpose:** Posts journal entries to the general ledger.

**Required:** Company, Currency, Batch ID

**Defaults:** Print a report of postings, all transactions in the batch

Choose **J/E, Journal Entry Post** from VISTA's Main Menu.



**Company-Currency-Batch ID:** Identify the batch to post with a unique combined **Company-Currency-Batch ID** code.

The posting function is narrowly focused, so an **F12** or right-click in the **Company**, **Currency** or **Batch ID** field lists all the batches that are open in your system for selection. Unlike the Entry function, you can select and post several batches in one run.

If a batch has a pre-defined **Debit Amount** (i.e. a batch control total) and the total of the journal entry transactions does not agree with that control total, the system stops the posting with a warning.

**Transaction No.:** You can restrict the transactions to be posted within a batch to a specific transaction or range of transactions. Enter the transaction numbers of your selection in the **'from'** and **'to'** fields.

If the transaction number (s) you have given in your posting are not in the batch(es) you have selected the system will display a warning.

When a partial posting has been selected for a batch, the batch remains open. You can make changes to unposted transactions and/or add new transactions.

**Do you wish to Print a posting report (Y/N):** defaults to printing a report of the transactions being posted. Change to a **No** if you have a good reason for not wanting a report; we advise our users to always print this report and file it away to maintain an audit trail.

When you've selected all your options, press **Enter** to start the posting.

Once you've posted a batch, it is no longer open and accessible for any further or additional processing. If you need to change a posted journal entry, use the **Journal Entry** function to create a new journal entry to make your corrections or adjustments. Other menu commands available for this purpose, covered later in this

manual, are **Ledger Adjustment** (partial adjustments only) and **Transaction Reversal** that reverses the entire journal entry transaction.

# Ledger Adjustment

**Purpose:** Calls up transactions posted to the General Ledger for you to add to or change their Insurance/Free Field and Ledger Description.

**Required:** Transaction Number

**Ledger Adjustment** is a function that allows you to make very limited changes to your general ledger records. The changes have no financial impact on the accounting records.

Specifically, they are limited to changing the following:

- the code, set up to track insurance claim, recoverable asset or for other identification purposes, that is entered in the Insurance / Free Field when coding transactions,
- the ledger description entered in accounts payable, petty cash and journal entry processing that accompanies each transaction when it is posted to the general ledger,
- and the JE NBR Voucher reference number.

Choose **J/E, Ledger Adjustment** from VISTA's Main Menu.

LO GLPROD DETL SET#	WORKAU IN F	Detail Amount	Description	Line Item

The **Ledger Adjustment** command has no **Add** or **Inquire** mode and is constantly in **Modify** mode.

**Transaction** number is the only reference by which it works.

**Note:** There is no F12 or right-click function to bring up a scroll panel of **Transaction** numbers available in the system.

You will recall that throughout our instructions in this manual we have often advised noting the **Transaction Number** at the end of an **Entry** process on your supporting

documents, invoices or vouchers. This is an instance where you would need this information to use a VISTA function.

Enter a **Transaction** number and press **Enter**.

VISTA brings up the following details about the transaction:

- Vendor number, vendor name
- Invoice number
- PO number
- *JE-NBR Voucher number*
- GL account number
- *Insurance/Free field*
- Detail Amount
- *Description*

Only the italicized fields for each line of distribution can be modified.

Make your changes and press **Enter**. The system posts your changes after requesting and obtaining confirmation from you through a pop-up dialog box--**Yes** to proceed, **No** to go back to the input screen.

As soon as you call up a transaction in this function, the desire to change it is implied by the system. If you do not make any changes, pressing **Enter** causes the system to notify you that you haven't made a change and it goes on to leave the retrieved transaction on the screen.

To back out of a transaction altogether without making a change, click **Function**, **Clear Screen** to start over or **Function**, **Exit** to quit.

Changes through **Ledger Adjustment** are made to the existing general ledger records in the system. The fields that can be changed are reference information only.

---

## Transaction Reversal

**Purpose:** Backs out a Journal Entry previously posted to the General Ledger.

**Required:** Specify whether reversal of Transfer Code or of Transaction

Choose **J/E**, **Transaction Reversal** from VISTA's Main Menu.

This function was designed primarily for the reversal of transactions posted to the ledger through the VISTA Journal Entry function.

---

**Transaction Reversal** *can not* be run on an Accounts Payable or a Petty Cash item. Transaction Reversal is available *only* for **Journal Entry** items.

---

The reversal transaction that is generated creates a debit entry for every credit entry, and a credit entry for every debit entry, that was in the transaction selected for reversal.

Reversal transactions are put in a batch called **REVERSAL** which can be audited through **J/E, Journal Entry Audit Reports**. The batch then has to be posted (**J/E, Journal Entry Post**) before the reversal takes effect in the general ledger.

The audit report of the **REVERSAL** batch should be reviewed carefully before posting in case a transaction number has been inadvertently reversed more than once.

---

**Note:** There is no F12 or right-click function to bring up a scroll panel of **Transaction** numbers available in the system.

---

In this function you need to give the full transaction number--including the leading zeros. Enter a **Transaction** number and press **Return**.

The system asks you to confirm that you wish to reverse the transaction. It does not display the transaction that is being reversed; you therefore must be very certain that you have the right transaction number *and* confirm the correctness of your selection by subsequently reviewing the **REVERSAL** batch audit report very carefully.

If you have posted downloaded transactions from another VISTA system or a studio mainframe system, you will have the option to reverse by **Transfer Code**. Be certain that you have the correct **Transfer Code** and that you review the **REVERSAL** batch audit report before posting.

# Production Transfer

The three **Production Transfer** functions, **Entry**, **Audit** and **Post** are used mainly at the corporate accounting level. Refer any questions regarding these functions to either VISTA Support or the Corporate Accounting office that supports your production.

## Production Transfer Entry:

Development Cost Transfer

Function Ledger Period Help

Balance Forward

Production Detail

Production Closing

BALANCE FORWARD

SHOW TITLE

Ledger Period => 19960682 Current Period

Currency ☐ Source Code ☐ Source Date / /

Desc  Budget 

DO NOT transfer Budget/EFC

ORIGIN

LO GLPROD

Production

DET

From Detail

DET

To Detail

LO GLPROD DETL SET#

Closing

DESTINATION

LO GLPROD

Production

DET

Completed Work

## Production Transfer Audit:

Production Transfer Audit

Function Help

SHOW TITLE

Required Entry

Company ☐

Currency ☐

Batch

Report By

T

Transaction

Distribution

Optional Entry

Transactions From  To  (Blank for all)

Currency Exchange

Currency Conversion

N

Base

Native

Exchange Rate

B

Budget

Current

Enter

Entertainment Partners

Journal Entries - J/E Menu • 20-11

## Production Transfer Post:

**Production Transfer Post**

Function Help

SHOW TITLE

Company ☐ Currency ☐ Batch

Transaction No. from  to

Do You Wish To Print (Y/N) ☐ Y

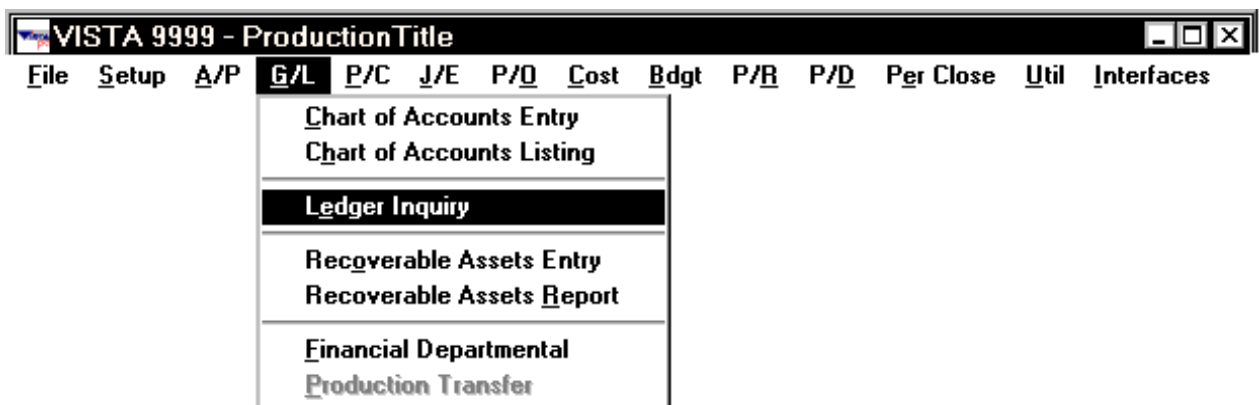
ENTER



# Chapter 21: Ledger Inquiry - G/L Menu

---

## Overview



The Ledger Inquiry function will search throughout the general ledger records for financial information and display it in a format as specified in the **Setup, Flex Ledger Inquiry Table** menu command. The inquiry is a search based on four parameters or criteria or a combination thereof:

1. GL Account Number or range;
2. Year Period or range;
3. Transaction Number or range, and;
4. Source Code.

A User can gather information on one report that is generally spread throughout the general ledger.

---

## Ledger Inquiry

**Purpose:** Reports financial information based on set parameters

**Required:** Report ID, Currency

**Defaults:** Sorts by the search criteria, report in detail, no currency conversion, but if conversion requested, uses budget exchange rate.

Choose **G/L, Ledger Inquiry** from VISTA's Main Menu.

The screenshot shows the 'Ledger Inquiry' window with the following fields and buttons:

- Function**: Report ID
- PRODUCTION COMPANY NAME**: (Text field)
- Report ID**: (Text field)
- Report Heading**: (Text field)
- Currency**: (Text field)
- G/L From**: (Text field)
- G/L To**: (Text field)
- Year Period**: from (Text field) / / to (Text field) / /
- Transaction No.**: from (Text field) to (Text field)
- Source Code**: (Text field)
- Sort By**: (Text field) with buttons: Account, Year Period, Transaction, Source Code
- Report Type**: (Text field) with buttons: Detail, Summary
- Currency Conversion**: (Text field) with buttons: Base, Native
- Exchange Rate**: (Text field) with buttons: Budget, Current
- ☐ Create Export File?

### **Report ID**

Select by name the report desired for this inquiry. Use the VISTA default report or a report designed under the **Setup, Flex Ledger Inquiry Table** menu command.

### **Report Heading**

The information input into this field will serve as the **Report Heading** on the printed report. The User can customize the report with his or her own title: Ldgr Inq re: Catering; Tuesday Meeting; Jane's Report; etc. This field is optional.

## Currency

VISTA general ledger records are separated by individual currencies. **Ledger Inquiry** only works by a single specified currency. Enter the currency code of the GL information through which to search.

## Ledger Inquiry Search Parameters

*At least **one** of the search fields must have search criteria to initiate a valid inquiry*

The next four input fields are used to obtain search criteria to be used in the inquiry. The more criteria specified, the more selective (narrow) the inquiry:

Any search parameters given in the **GL Account Number**, **Year Period**, **Transaction Number** and **Source Code** will make the system narrow down the search to the specific given criteria. If any criteria fields are left empty, VISTA will include all available criteria in the report.

## Sort By

VISTA offers the User four options by which the **Ledger Inquiry** report will be arranged. The report will be sorted by either **Account** number, **Transaction** number, **Year Period**, or by **Source Code**. Clicking one of the four buttons selects how the **Ledger Inquiry** data will be formatted.

When VISTA detects that the selected **Sort By** parameters entail a complex sorting process, the system will display an **Increased Run Time** message.

## Report Type

The report prints full **Detail** by line of distribution by default. Choose **Summary** for only one line per transaction found to meet the search criteria.

## Currency Conversion

VISTA assumes that no currency conversion is needed, and reports all amounts in **Native** currency. Choose **Base** if all amounts are to be converted to the **base** currency.

## Exchange Rate

If conversion to base currency is requested, the system defaults to using the **Budgeted** exchange rate. Change the choice to **Current** rate if that's what is desired.

## Create Export File?

Checking the **Create Export File** check box produces a file with a **.VIS** extension that can be read into a spreadsheet (such as EXCEL) or a word processor (such as WORD).

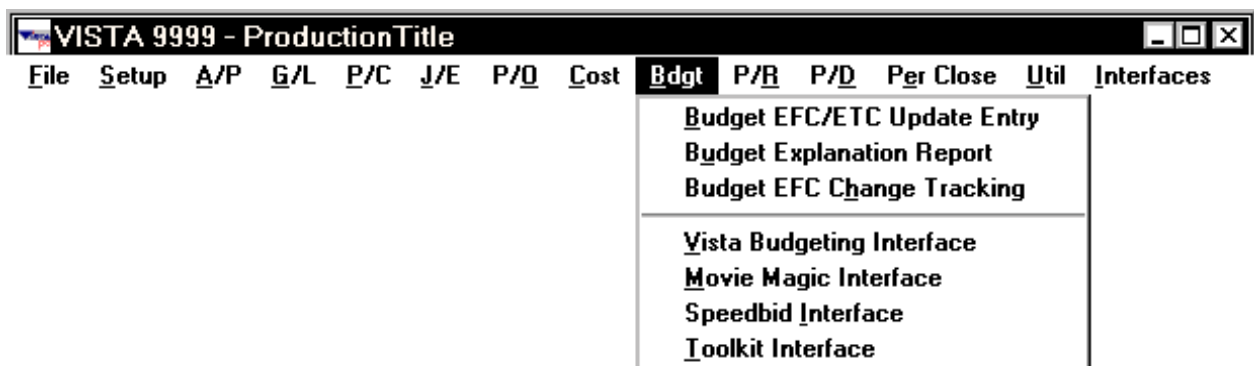
Press **Enter** when all choices are made.

*This page left blank intentionally.*

# Chapter 22: Budget/Estimating - Bdgt Menu

---

## Overview



There are two ways to enter an original budget for a show in VISTA:

- load the budget data prepared with show budgeting software such VISTA Budgeting, Movie Magic, etc. into VISTA electronically;
- enter the budget, into VISTA through **Budget EFC/ETC Entry**.

*“VISTA Budgeting” is a separate budgeting program sold by Entertainment Partners. Please contact EP Marketing department for further information regarding VISTA Budgeting.*

Once the original budget entry has been achieved, changes to the existing budget, EFC, ETC and approved overages, and other adjustments can be effected through the **Budget EFC/ETC Entry** and VISTA Budgeting. Although updates to the budget figures are relatively rare under normal circumstances once the show is in production, updating the EFC or ETC may occur frequently, or may be done whenever cost reports are being produced. Unlike budgeting for overhead or operational expenses where budgeted amounts can be reasonably predetermined for each accounting / reporting period (weekly, monthly, etc.), show budgeting is relatively less dependent, or even independent, of time.

Therefore, comparing actual costs with budgeted costs for or up to a specified accounting period is not meaningful in production cost control. Rather, the meaningful comparison is between **Estimated Final Costs** and budgeted costs. **EFC** is derived from taking actual costs to date and adding to that the PO commitments to date and **Estimated costs To Complete** the production.

VISTA's **Budget EFC/ETC Entry** function is designed to accommodate the entry, update and adjustments to the budget, EFC and ETC figures, for each account used in collecting production costs.

Choosing **Bdg**t, **Budget EFC/ETC Update/Entry** from VISTA's Main Menu calls up the following screen:

## Entertainment Partners

This menu command has three data entry modes: **Add To**, **Replace**, and **Inquire**. **Add To** (the default mode) will add the amount a User enters to the existing amount in the account. **Replace** will substitute the amount entered for what currently exists in that account. This allows a User to change the budget, ETC, EFC and Total Cost (which is actual cost plus PO commitments) through seven transaction types:

1. **Estimate To Complete**
2. **Estimated Final Cost**
3. **BU**dget
4. **BO**th Budget and EFC
5. **Approved O**verage
6. **Ad**justment
7. **Inter**active

VISTA allows for working with the estimates in either **Add To** mode or **Replace** mode for the first six transaction types. The **Interactive** transaction type is discussed on page 22-4. Whenever the input change affects the item displayed on the screen, the amount on the screen is changed immediately, enabling a constant review of the results of changes.

**Estimate To Complete (ET):** Estimate To Complete is added to Actual Costs plus PO Commitments (the latter two together often referred to as Total Cost) to give Estimated Final Cost.

In the **Add To** mode the amount entered is added to or subtracted from the existing ETC amount for the account. In the **Replace** mode, the input takes the place of what currently exists in the account. The change is reflected in both the EFC and cost variance since the latter is derived from comparing EFC with Budget.

**Estimated Final Cost (EF)** is a direct way of affecting the eventual costs for the account. In either mode, the input change is reflected in the ETC for that account and the cost variance.

**Budget (BU):** A budget transaction affects the original Budget amount for the account directly. The cost variance reported is affected, but no change takes place in the **ETC** or the **EFC**.

**Both Budget/EFC (BO)** changes both the Budget amount and the EFC for the account. The change is also reflected in the ETC but because both Budget and EFC are affected, cost variance does not change.

**Approved Overages (AO):** An approved overage does not change the original Budget amount for an account. Instead it is tracked as a separate amount under that heading and is added to the original Budget to give a computed Total Budget against which EFC is now compared in calculating a cost variance. An approved overage also changes the EFC for that account, so no change occurs in the cost variance for that account.

**Adjustments (AD):** An adjustment is tracked under that heading and is added to Actual Cost to date and PO Commitments to change what is reported as Total Cost Amount. ETC is adjusted correspondingly, thereby *not* affecting EFC and cost variance.

**Currency:** Select the valid currency under which the cost records have been recorded.

*The **Approved Overage** feature is used by certain studios that have tailored their own reports..*

**Production:** Enter the production number (e.g. LO GLPROD or CO GLPROD) by which the show is identified.

**Detail Range:** Users can restrict the detail accounts with which to work. Leaving these fields blank brings up every production account number (excluding balance sheet accounts). Enter an appropriate range of accounts if specific accounts are desired.

**Set:** Productions that code to the Set level will be able to change ETC, EFC, Budget, etc. by Set. Enter a Set number here to restrict the update to a single set. Leaving this field blank brings up all sets that have budget allocations or have incurred costs to date.

**Include PO's?** defaults to **Yes**, meaning **Purchase Order** commitments are added to Actual Costs to give the amount shown under **Total Cost Amount**.

*Whether PO's are included or excluded here does not affect the bottom line. It is just a preference on the part of the production accountant.*

---

**Note:** In estimating ETC, production accountants that prefer to include PO's calculate their figures without taking into account anything for which they have PO commitments made. Those who like to exclude PO's when working with the opening figures ignore PO commitments in this screen and estimate their ETC by taking into account only what they have paid up to date.

---

*If a User presses **Enter** while in the middle of a group of 100, VISTA moves on to next group of 100 accounts.*

**Session ID:** The number or code entered here by the User can be used to run a report based on the changes made to the budget.

There are 10 pages of 10 lines each available for Budget EFC/ETC changes at a time. The **PageUp** and **PageDown** keys on the keyboard move the window between pages. If the account range requested exceeds 100, only 100 lines at a time will be available. Make changes to the first group of 100 accounts, then press **Enter** to record those changes. The second group of 100 will then be brought up for changes. When finished with the second group of 100, press **Enter** to book the changes and the third group of 100 will come up, and so on until all the accounts requested have been processed.

Use the column labeled **Explanation** to make a brief note to document specific reasons for changes made.

When **Enter** is pressed to book changes, VISTA asks for confirmation and then updates all the records immediately.

*Refer to "Interactive Mode" for information regarding making changes of different types of transactions.*

Budget EFC/ETC changes for only one transaction type at a time (e.g. EFC, ETC, etc.) can be made through this window. If more than one type of change is desired, the changes for each type must be complete before the process can be initiated for the next transaction type.

## Interactive Mode

Pushing the button at the top left of the Budget EFC/ETC Update Entry window marked **I**nteractive allows a User to make changes in any combination of mode or transaction type.



**Budget EFC/ETC Interactive Entry**

**Function Help**

SHOW TITLE

Each lineitem on the Interactive Budget/EFC Entry screen can have a different AMOUNT TYPE to update (ETC/EFC/Budget) as well as a different update METHOD (AddTo or Replace.) Both fields show a default value which will carry down to the individual lineitem entry level. Valid currencies and accounts are required to properly update.

ET ETC EFC BUdget B0th budget/efc Apprv'd Over ADjustments

AT AddTo RePlace

	ET	AT	CU	LO	GLPROD	DETL	SET#	Amount	Explanation
1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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Guide lines within the window direct the User through the hierarchy of this function. The row atop the input field is made up of buttons labeled with the six transaction types previously discussed. This row corresponds to the first column of the input field below. The second row consists of a pair of buttons labeled with the two functions previously discussed and corresponds to the second column.

**CU** stands for Currency. The rest of the columns are labeled with the production's account code, the amount by which the individual accounts are to be affected, and a short line to be used by way of **Explanation** of the change.

Inputting a slash / in the **Explanation** field will duplicate the input from the previous **Explanation** field.

*A valid account code must be input to the code field.*

The User may enter the transaction, function and currency codes in the first three columns, input the account code to be affected, the amount by which it is to be affected and a brief explanation for the change.

Tabbing from the explanation field at the end of a line advances the cursor to the currency field of the next line, duplicating the previous line's transaction type and function codes. Those fields may be changed by placing the cursor inside the boxes and either pushing the buttons within the top rows or simply typing the two letter codes that represent each mode or function.

The keyboard's **PageUp** and **PageDown** keys move the window through ten pages of ten lines of account codes each. To record changes to the codes press **Enter**. VISTA will verify that the changes are to be made before closing the window and returning to the VISTA toolbar.

# Budget Explanation Report

**Purpose:** Reports cost variances based on Budgets and EFCs.

**Required:** Currency code, Production number

**Defaults:** Prints explanations, no zero variances, all accounts and to current period end, negatives for adverse variances.

The **Budget Explanation Report** produces three reports that show the cost variances based on EFC, final and historical budgets and prior period's EFC.

Choose **Bdgt**, **Budget Explanation Report**.

**Budget Explanation Report**

Function Help

PRODUCTION COMPANY NAME CO G/L PROD

Currency  Production

Report Type

Print Explanation  Yes No

Print Zero Variances  Yes No

Print Summary Only  Yes No

Account Range From  To  DET L ST

Period End

Currency Conversion  Base Native

Exchange Rate  Budget Current

Variance Amount Format

Enter

**Currency:** Select the valid currency under which the cost records have been recorded.

**Production:** Enter the production number (e.g. LO GLPROD or CO GLPROD) that identifies the show.

There are three reports from which to choose:

## ***Final Budget To EFC***

The Final Budget to EFC report shows the current budget amount and the current EFC for each account, and the variance calculated by subtracting the EFC from the budgeted amount. Unfavorable variances are shown as negatives (with minus sign or in brackets).

## **Prior Budget To EFC**

The Prior EFC to Current EFC report shows the prior period's EFC amount and the current period's EFC for each account, and the variance calculated by subtracting the current EFC from the prior EFC. An increase in current EFC is shown as a negative number (with minus sign or in brackets).

## **History Of EFC Changes**

The **History of EFC Changes** (also referred to as History of Budget to EFC) report shows the history of EFC changes by year period for each account. The report shows the current budget amount against the EFC.

## **Budget Explanation Report Parameters**

The User will need to make several other choices in addition to the type of report desired before initiating report printing:

**Print Explanation:** A **Yes** in this will include information entered to the **Explanation** field.

**Print Zero Variances:** A **Yes** in this field enables the report to print variances with zero amounts.

**Print Summary Option:** Selecting **Yes** for this option directs VISTA to generate a summarized version of the EFC/ETC Variance Report. Selecting **No** will generate a report down to the **Set** level.

**Account Range:** Enter the **Account Range** to be reported. Leaving these fields empty will report all accounts.

**Period End:** **Period End** defaults to the current system date, and can be changed by the User.

**Currency Conversion & Exchange Rate:** Parameters designated here by the User will define the conversion of the Currency: either to **Base** or to **Native**; and the Exchange Rate; either **Budget** or to **Current**.

**Variance Amount Format:** The **Variance Amount Format** allows the User to choose the look of negative amounts on the report. While positive amounts are standard, negative amounts will either be followed by a negative sign (-) or be enclosed by the User's choice of four different brackets. Click the arrow at the right of this field make a selection.

Press **enter** at the lower right corner of the window to start report printing.

---

# **Budget EFC Change Tracking Report**

**Purpose:** Prints multiple explanation reports for a given year period by Session ID

**Required:** Company, Production number, Session ID

**Defaults:** Current year period.

The **Budget Explanation Report** produces three reports that show the cost variances based on EFC, final and historical budgets, and prior period's EFC.

Choose **Bdgt**, **Budget EFC Change Tracking Report**.

Enter the **Currency** and **Production Number** of the explanations to be printed.

If the **Account Range** for the desired explanations is known, enter it in the **From - To** boxes. Leaving these fields blank will print explanations for all account ranges within the given Currency and Production Number.

**Print Explanation:** A **Yes** in this field includes on the report any information that was entered in the **Explanation** field.

**Session ID:** This report is run by reference to the Session ID assigned by the User at the time Budget EFC/ETC Entries were made. (Refer to section marked “[Budget EFC/ETC Update/Entry](#)” on page 22-2.) Enter the Session ID number in the indicated field.

When all pertinent information has been input, hit **enter** to initiate the report.

---

## Budget Interface

Although a User is able to enter a budget into VISTA directly, Entertainment Partners recognizes that a VISTA User may want to import his or her production’s budget into VISTA from a separate budgeting program. For that reason, VISTA is capable of interfacing with several budgeting software programs. These budget programs are:

VISTA Budgeting;  
Movie Magic;  
Speedbid; and  
Toolkit.

### VISTA Budgeting

*“VISTA Budgeting” is a budgeting program sold by Entertainment Partners.*

A budget created in VISTA Budgeting can be imported into VISTA Accounting. Follow the VISTA Budgeting directions for creating the budget file and a file called “**xxxxxxx.vbe**” will be created, where “xxxxxxx” is the name of the budget.

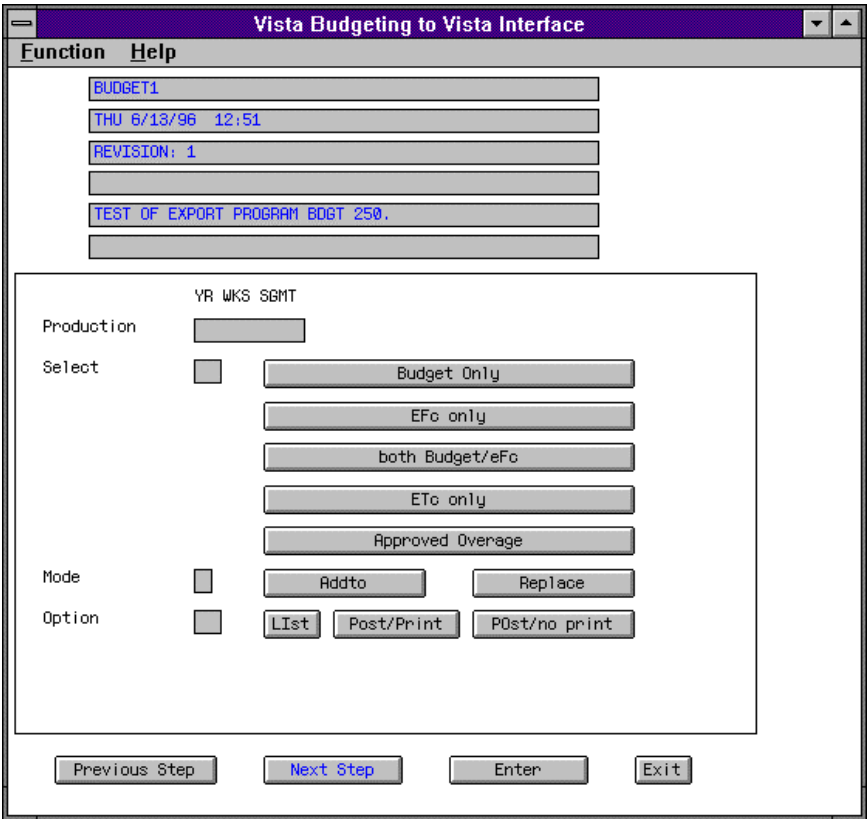
Choose **Bdgt, VISTA Budgeting Interface**.



Select the “Exit” button at the bottom of the window to *not* load the budget.

Input the name of the VISTA Budgeting interface file; or F12 (or right-click) in the filename field. Click on the “Next Step” button at the bottom of the window to continue the process.

The window will be replaced with information pertaining to the requested budget file.



**Production:** The production number associates the budget to be loaded with the show being processed by VISTA. This production number is also validated and must be set up in VISTA Accounting before the budget can be loaded.

**Select:** There are several options from which to choose when posting:

1. Budget Only
2. EFC Only

3. Both Budget/EFC
4. ETC Only
5. Approved Overage

**Mode:** Post the information by **Adding to** or **Replacing** the existing information in VISTA.

**Option:** **List** the budget, **Post/Print** the budget or **Post/no print** (post the budget without printing a report).

Once all options have been selected, click **Enter** to continue the process (or choose the **Exit** button to stop the process, or the **Previous Step** button to enter a different file name on the prior screen). If there are any errors, an error report will be produced. In some cases, where accounts are not set up in the VISTA Chart of Accounts, for example, the interface will offer to set up these missing account numbers. If there are no errors and a Post option has been selected, the program will post the budget information based on selected options.

## Movie Magic

Movie Magic™ creates a budget interface file that can be imported into VISTA.

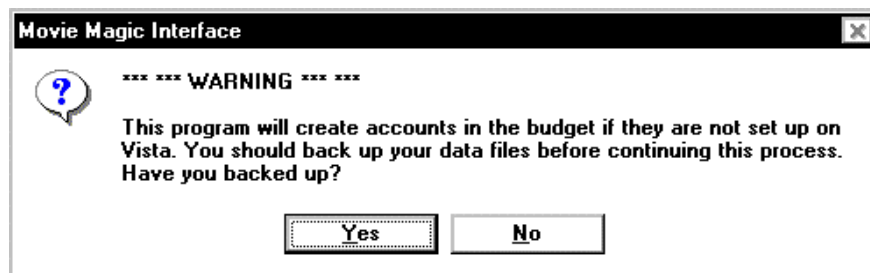
Two versions of Movie Magic™ are available: a Windows™ version and a DOS version. VISTA will interface with either version. The procedures for interfacing *both* Movie Magic versions are *identical*.

There are two methods of creating an interface file in Movie Magic: Method A and Method B. The general rule in determining which method to use is as follows:

- for a 4-digit **detail** account number, use **Method A**;
- if the detail account number has *more* than 4 digits, use **Method B**.

The Movie Magic Reference Manual has detailed instructions on the use of this interface.

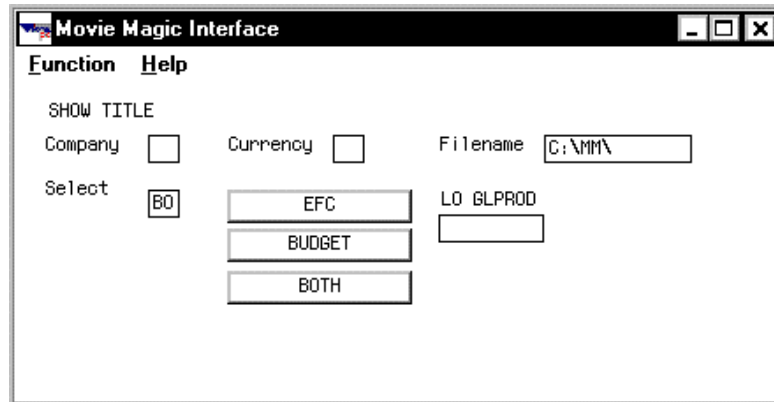
Once the interface file has been created, load the budget information into VISTA. Choose **Bdgt, Movie Magic Interface** from VISTA's Main Menu.



---

It is *critical* that a backup be done prior to starting the interface process in case there are errors in the Movie Magic file which may cause the program to add erroneous accounts to VISTA Chart of Accounts.

---



**Company:** The company code must be indicated because the budget interface data does not contain a reference to the company.

**Currency:** Transfer of budget data is effected one currency at a time. When dealing with a budget with more than one currency, load the budget data for each currency separately. In VISTA, records are kept by currency so loading several budget amounts of different currencies for the same account achieves the desired objective of populating VISTA records with the budget in each currency.

**Filename:** Enter the path and name of the file that holds the budget data. The default directory is **C:\MMM\**. Copy the Movie Magic data from the diskette into that directory or direct VISTA to any other drive/directory by changing the default in this field (e.g. **A:\BUDGET.DSC** to read the data directly from the floppy drive and the name of the budget data file is **BUDGET**).

---

Verify that the file to be interfaced is the file created through the interface process in Movie Magic, not the Movie Magic budget file itself. The interface file will always have a **.DSC** extension, whereas the budget file has a **.BUD** extension and cannot be read by VISTA.

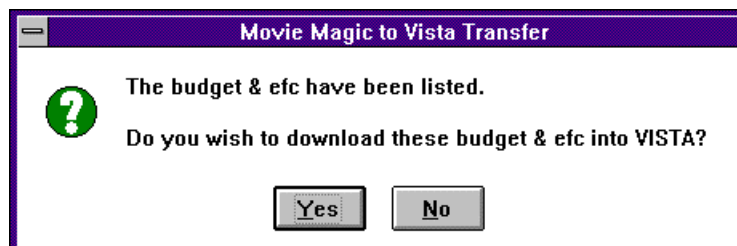
---

**Select:** There are three options from which to choose when loading the budget - **EFc**, **BUdget** or **BOth** EFc/**BUdget**. The system defaults to the **BOth** option.

**Production Number:** the production number associates the loading budget with the show being processed on VISTA. This production number is also validated and must be set up before the budget can be loaded.

Press **Enter** to start the transfer.

The following screen will appear after VISTA has read the file:



The program will create a report of all valid account numbers (as validated on the VISTA Chart of Accounts) and their respective budget amounts.

---

To insure an accurate transfer, it is important to review the report before answering **Yes** to the above dialogue box. If the account numbers on the report do not properly

follow the Chart of Accounts configuration, answer **No** to the above screen and contact Customer Support for assistance.

---

If the report looks good, respond **Yes**. The following screen will signal the next step in the process if VISTA has encountered any account numbers which are NOT on the Chart of Accounts:

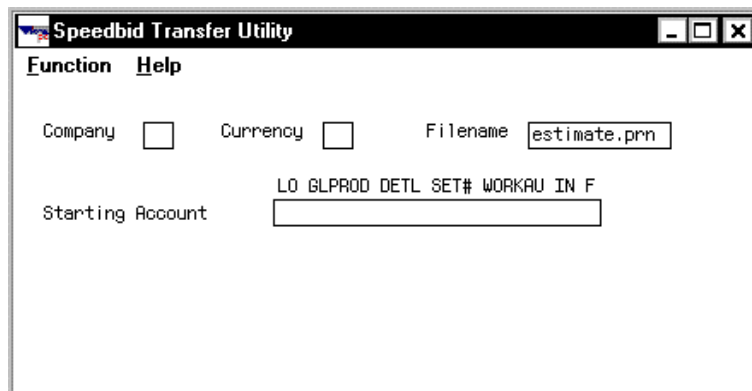


Again, it is important to review the report before responding to the question. If the accounts listed on the second report can be added to the Chart, answer **Yes** to the screen question. Answering **No** will completely stop the process and no budget figures will be loaded into VISTA.

## Speedbid

A budget created on Speedbid (TM) can be imported into VISTA. Follow the Speedbid directions for creating the budget file and a file called "**estimate.prn**" is created.

Choose **Bdgt, Speedbid Interface** from VISTA's Main Menu.



**Company:** The VISTA company code must be indicated because the budget interface data does not contain any reference to the company.

**Currency:** Transfer of budget data is effected one currency at a time. When dealing with a budget with more than one currency, load the budget data for each currency separately. In VISTA, records are kept by currency so loading several budget amounts of different currencies for the same account achieves the desired objective of populating VISTA records with the budget in each currency.

**Filename:** VISTA looks for the standard Speedbid file called **estimate.prn** in the **DISC\BIN** directory either in the **C:** drive or on the network. For VISTA to read the file from another drive and directory, provide those directions (such as **C:\SPDBID\ESTIMATE.PRN**).



**Starting Account:** the way in which the Speedbid data is loaded into VISTA is determined by the design of the interface between these two systems. Indicate the VISTA account number into which to load the first budget record of the Speedbid budget data file. The transfer program then loads the remaining budget records consecutively into the next numerically sequenced accounts until it's exhausted all of the Speedbid data.

Press **enter** to start the transfer.

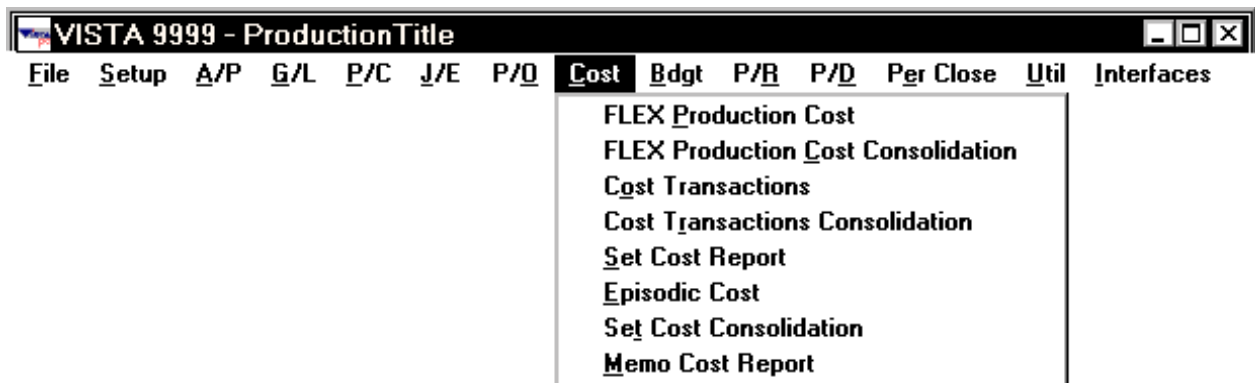
*This page left blank intentionally.*

# Chapter 23: Cost Reporting - Cost Menu

---

## Overview

The **FLEXible Production Cost** reporting in VISTA provides custom report formats. The **Setup, Cost Table** menu gives access to customize information that is arranged vertically on the reports (the costs reported) and the **Setup, Flex Cost Table** menu gives access to customize information that is arranged horizontally on the reports (the headings that classify the cost information).



VISTA comes with five report formats already available:

1. a standard Production Cost format (PRODCOST);
2. the Cost Analysis format (COST\_ANALYSIS);
3. the Fox Production Cost format (FOX\_COST);
4. the Consolidated Cost format (CONSOLIDATE), and;
5. the Cash Flow format (CASH FLOW).

Other FLEX Production Cost Report formats may be created under the two menu commands mentioned above. Please see “*Flex Cost Table*” on page 9-25 for detailed instructions.

The cost report options available in VISTA are as follows:

- FLEX Production Cost

- FLEX Production Cost Consolidation
- Cost Transactions
- Set Cost Report
- Episodic Cost
- Set Cost Consolidation

## FLEX Production Cost

**Purpose:** Print production cost report in specified format

**Required:** Report Number (name), Currency code, Production account number

**Defaults:** Report **Details**, use Customized account names, Will not show sets, use Customized set names, Include all accounts, Current year period, No currency conversion and if conversion requested, use Budget rate.

Choose **Cost**, **FLEX Production Cost** from VISTA's Main Menu.

**Flex Production Cost**

**Function Help**

SHOW TITLE

Report Number

Report Title

Currency  Production  (A - All)

Report Type

Detail description from Master Chart of accounts?

Show Sets In Report?

DETAIL

Detail from  Year Period

To  Period Ending

Currency Conversion

Exchange Rate

☐ Create Export File?

☐ Print zero balance accounts?

In addition to the report design parameters given in the **Setup** menu, VISTA requires additional information:

**Report Number:** Enter the identification name or number of the report to be run. This is the name given to the report when it was created under the **Setup, Flex Cost Table** menu (refer to page 9-25).

**Currency:** enter the currency or currencies in which the transactions were recorded. When you select more than one currency, the transactions are printed out separately by currency. **F12** or a right-click brings up a list of all currencies set up in your system for you to choose from.

If you want each account's balance to be a combined total across all currencies, with due conversion, you need to run the *Consolidation* version of the **Flex Production Cost** report.

**Production:** give the production number(s) you want to include in the report. The account balances for each production are reported separately. Entering an **A** in this field selects all productions in your system. **F12** or a right-click brings up a list of your production numbers for you to choose from.

To see each account balance combined across several selected productions, you need to run the *consolidation* version of the **Flex Production Cost** report.

**Report Type:** Detail is by individual accounts, Summary prints out by major account category only. You can print out both formats by selecting **Both**.

**Detail Description From Master Chart of Accts:** Yes tells the system to use the standard / generic account names in the Account Control Table (ACT) versus the customized account names in the GL Masters.

**Show Sets in Report:** Yes has the system print out account balances to the level of individual sets. No limits it to (Detail) account level only; **N** is the system default.

**Detail Account Range:** the **from - to** fields allow you to specify the range of accounts. The system will select *all* accounts if the field is blank.

**Year period:** defaults to current year period. You can go back to the first year period of the previous month (i.e. a maximum of 6 weekly year periods) in your reporting. Subject to this limitation, enter the year period you want over the default year period.

**Period Ending:** this defaults to the system's current date and appears on the report as the period ending date. Enter a different date if you wish.

**Currency Conversion:** and **Exchange Rate:** these 2 options are only relevant when you are running the *Consolidation* version of this report.

If you wish to **Create an Export File**, click its check box. A file with an extension of **.VIS** is created (in addition to your printed report) that can be imported into a spreadsheet program such as **EXCEL**.

To **Print zero balance accounts** on the Cost Report check the box labeled as such.

Pressing **Enter** after all your selections initiates the report.

---

## FLEX Production Cost Consolidation

**Purpose:** Print production cost report in specified format, consolidating across productions by account and/or major account category.

**Required:** Report Number (name), Currency code, Production account number

**Defaults:** Report **Details**, use Customized account names, Show sets, use Customized set names, Include all accounts, Current year period, No currency conversion and if conversion requested, use Budget rate.

The **FLEX Production Cost Consolidation** report prints cost information in the same formats as available for **FLEX Production Cost** but can also consolidate

account balances and major category totals across multiple productions and/or multiple currencies.

Choose **Cost, FLEX Production Cost Consolidation** from VISTA's Main Menu to bring up the following screen:

Flex Production Cost Consolidation

Function Help

SHOW TITLE

Report Number

Report Title

Currency ☐ Production (A - All)

Report Type ☒ Detail ☐ Summary ☐ Both

Production Breakdown

Detail description from Master Chart of accounts? ☒ Yes ☐ No

Show Sets In Report? ☒ Yes ☐ No

DETL

Detail from  To

Year Period

Period Ending

Currency Conversion ☒ Base ☐ Native

Exchange Rate ☒ Budget ☐ Current

☐ Create Export File?

**Report Number:** Enter the identification, name or number of the report to be run. This is the name given to the report when it was created under the **Setup, Flex Cost Table** menu. All the report formats created in **Setup** can be used for both **Flex Production Cost** and **Flex Production Cost Consolidation**.

**Currency:** Enter the currency or currencies to be reported. When more than one currency is selected, account balances are combined across currencies. **F12** or a right-click brings up a list of all available currencies set up in the system.

For each account's balance to be listed separately by currency, run the **Flex Production Cost** report and **NOT** this **Consolidation** version..

**Production:** Enter the production number(s) to be included in the report. The account balances for all productions are combined by account. Entering an **A** in this field selects all productions in VISTA. **F12** or a right-click brings up a list of available production numbers from which to choose.

To see each account balance listed separately by production, run the **Flex Production Cost** report and **NOT** this **Consolidation** version.

**Report Type:** **Detail** is by individual accounts, **Summary** prints out by major account category only. Print out both formats by selecting **Both**.

**Detail Description From Master Chart of Accts:** **Yes** tells the system to use the standard / generic account names in the Account Control Table (ACT) versus the customized account names in the GL Masters.

**Show Sets in Report?** **No** limits it to (Detail) account level only. **Yes** has the system print out account balances to the level of individual set numbers and conjures the following screen options:

Show Sets In Report?	<input type="checkbox"/> Y	<input type="button" value="Yes"/>	<input type="button" value="No"/>
Set description from Master Chart of accounts?	<input type="checkbox"/> Y	<input type="button" value="Yes"/>	<input type="button" value="No"/>
Show Set Subtotals?	<input type="checkbox"/> N	<input type="button" value="Yes"/>	<input type="button" value="No"/>

**Set description from Master Chart of accounts?** **Yes** utilizes the Set description established in the Chart of Accounts; **No** utilizes the Set description as established in the G/L Master.

**Show Set Subtotals?** **Yes** includes the Set Subtotals on the report; **No** excludes the Set Subtotals.

**Detail Account Range:** the **from - to** fields allow you to specify the range of accounts on which to report. Leaving these fields blank makes the system select **all** accounts.

**Year period:** defaults to current year period. You can go back to the first year period of the previous month (i.e. a maximum of 6 weekly year periods) in your reporting. Subject to this limitation, enter the year period you want over the default year period.

**Period Ending:** this defaults to the system's current date and appears on the report as the period ending date. Enter a different date if desired.

**Currency Conversion:** Currency conversion is assumed when you've opted to consolidate account balances across productions and across currencies and the conversion is done to the **Base** currency. The box defaults to **B** for convert to base currency.

However, if you have a situation where you have several productions in a foreign (i.e. local or native) currency that you specifically want to consolidate but still report them in the native currency, select **N** and the system will **NOT** perform a conversion and those native currency production combined account balances will be reported in the native currency.

**Exchange Rate:** when a conversion to Base currency is appropriate and is requested, a User has the further option of choosing to convert using the budget rate or the current rate.

To **Create** an **Export File**, click its check box. A file with an extension of **.VIS** is created (in addition to your printed report) that can be imported into a spreadsheet program such as **EXCEL**.

Pressing **enter** after all selections initiates the report.

---

# Cost Transactions

**Purpose:** Print every transaction by production cost account in various formats

**Required:** Currency code, Production number

**Defaults:** Prints individual transactions, includes both cost and PO amounts, excludes sets and set subtotals, for current year period, system date for report date, no conversion to base currency, if conversion requested, use budget exchange rate and use customized accounts names (versus generic ACT account names).

The **Cost Transactions** report provides the means of printing out every transaction that has ever been charged to each detail account, with a variety of options described below.

The report headings and columns are fixed and cannot be modified. The main feature of the report is to list or group accounts by **Account Type** (EA, EB, EC, etc.) - see “*Cost Account Types*” on page 9-16.

The following components of each transaction are printed for an account:

1. account number and description;
2. transaction description;
3. transaction reference;
4. vendor name;
5. invoice number;
6. P.O. number;
7. source code;
8. source date;
9. transaction number;
10. transaction amount;
11. subtotal by account and other break totals.

Choose **Cost, Cost Transactions** from VISTA’s Main Menu.



**Cost Transactions** [Min] [Max] [Close]

Function Help

VISTA TRAINING VERSION 4.4

Currency	<input type="text"/>	Production	<input type="text"/>	CO G/L PROD
Report Type	<input type="text" value="D"/>	<input type="button" value="Detail"/>	<input type="button" value="Summary"/>	<input type="button" value="Both"/>
Amount Type	<input type="text" value="B"/>	<input type="button" value="Cost"/>	<input type="button" value="P.O.s"/>	<input type="button" value="Both"/>
Set Reporting	<input type="text" value="S"/>	<input type="button" value="Detail"/>	<input type="button" value="Summary"/>	<input type="button" value="None"/>

Acct From	<input type="text" value="DETL"/>	Set	<input type="text" value="CO ST"/>
To	<input type="text"/>		

Period Ending	<input type="text" value="12/28/00"/>		
Cost Period	<input type="text" value="C"/>	<input type="button" value="Current"/>	<input type="button" value="All"/>
		<input type="button" value="Range"/>	
PO Period	<input type="text" value="C"/>	<input type="button" value="Current"/>	<input type="button" value="All"/>
		<input type="button" value="Range"/>	
PO Reporting	<input type="text" value="S"/>	<input type="button" value="Detail"/>	<input type="button" value="Summary"/>
Currency Conversion	<input type="text" value="N"/>	<input type="button" value="Base"/>	<input type="button" value="Native"/>
Exchange Rate	<input type="text" value="B"/>	<input type="button" value="Budget"/>	<input type="button" value="Current"/>
Account description from Master Chart of accounts ?	<input type="text" value="Y"/>	<input type="button" value="Yes"/>	<input type="button" value="No"/>

☐ Create Export File?

**Currency:** Enter the currency under which the accounting transactions were reported. **F12** or right-click in this field to conjure a panel listing all valid currencies.

*To report on multiple currencies, highlight the desired currencies from the scroll panel.*

**Production:** Enter the production(s) for which you want cost transactions listing. **F12 / right-click** brings up a list of production numbers. An 'A' for All includes every production number in the system. When more than one production is requested, the system lists them separately; this report does *not* consolidate account balances across productions.

**Report Type:** you can request a **Detail** report or a **Summary** report or **Both**. A detail report prints every transaction that makes up an account balance; a summary only shows the account balance.

**Amount Type:** **Cost** shows actual costs only; **PO's** shows only your open PO's (i.e. PO commitments). **Both** includes both these amounts in the report. Running the **PO's** (only) report can be very useful when trying to reconcile your PO commitments back to what is shown on your Production Cost Report.

**Set Reporting:** Allows the User to include either a **Detailed** set report on the Cost Transaction Report, a **Summary** of the Sets that includes only the balance, or **None** at all.

Selecting **Set Reporting Detail** produces the option to **Show Set Subtotals** (Yes or No).

**Detail From / To:** Enter a range of accounts to limit the report to that range. The default blanks tell the system to include all *production cost* accounts balance sheet, income and expense accounts are always excluded from this report).

**Set:** A set number (must be the combined location/set number) will limit the reporting to the specified set *only*. The default blank includes all sets.

**Period Ending:** This defaults to the system's current date and appears on the report as the period ending date. Enter a different date if desired.

**Cost Period:** **Current** includes costs accrued within the current year period only. **All** includes all costs accrued by the production since inception to date. **Range** conjures a pair of **From/To** boxes in which to enter the **year periods** from which costs are to be included.

**PO Period:** **Current** includes POs accrued within the current year period only. **All** includes all POs generated by the production since inception to date. Or, enter a range in the From – To fields to report specific year periods.

**Currency Conversion:** Selecting **Base** prints all account balances in Base currency. If more than one currency has been selected for this report, this option *must* be selected. The **Native** currency option can be chosen *only* when only one currency has been selected. VISTA prints account balances in the currency in which the transactions were originally entered.

**Exchange Rate:** If a currency conversion has been requested, indicate whether to use the **Budget** or **Current** exchange rate.

**Account Description From Master Chart of Accts:** **Yes** tells the system to use the standard / generic account names in the Account Control Table (ACT) versus the customized account names in the G/L Masters.

To **Create** an **Export File**, click its check box. A file with an extension of **.VIS** is created (in addition to your printed report) that can be imported into a spreadsheet program such as **EXCEL**.

Press or click **enter** to print the report when all selections have been made

---

## Cost Transactions Consolidation

The **Cost Transactions Consolidation Report** has all the features of the "*Cost Transactions*" Reports. Additionally, this function will **consolidate** the reported information across currencies and location/productions.

If more than one production or currency is requested, VISTA will produce one report that consolidates costs and converts currencies as directed by the User.

This function will also print every transaction by production cost account, showing the **detail** that supports the figures on the cost reports. In other words, if the User produces a consolidated cost report, he or she can also produce a consolidated detail report.

**Consolidated Cost Transactions**

Function Help

PRODUCTION COMPANY NAME

CO G/L PROD

Currency ☐ Production ☐

Report Type  Detail Summary Both

Amount Type  Cost P.O.s Both

Show Set Subtotals  Yes No

DETL

Acct From

To

Period Ending

Cost Period  Current All Range

PO Period  Current All Range

PO Reporting  Detail Summary

Currency Conversion  Base Native

Exchange Rate  Budget Current

Account description from Master Chart of accounts?  Yes No

☐ Create Export File? Enter

Input the parameters of the report as described in the “*Cost Transactions*” section on page 23-6 of this document.

## Currency Conversion

If generating a report for more than one **Currency**, then the Currency must be converted to **Base**.

If reporting in *only one* currency, then the report may be generated in either **Base** or **Native** Currency.

Press **enter** to initiate the report.

---

## Set Cost Report

**Purpose:** Print account or major account category balances by set with various options.

**Required:** Currency code, Production number, Set number

**Defaults:** Includes PO commitments, all accounts, for current year period and uses current system date for period ending date.

The **Set Cost Report** prints out cost account balances by set. When selecting several currencies, productions and sets, each will produce a separate report.

The report headings and columns are fixed and cannot be modified. The main feature of the report is to list or group accounts by **Account Type** (EA, EB, EC, etc. - see “*Cost Account Types*” on page 9-16).

The following components of each account are printed for an account:

1. account number and description;
2. current period actual cost;
3. total actual cost to date;
4. if requested, PO commitments;
5. total costs (actual cost plus commitments);
6. estimated costs complete production;
7. estimated final cost (total costs plus estimate to complete);
8. total budget;
9. cost variance (budget minus estimated final cost). Unfavorable variances are shown as negatives;

Choose **Cost, Set Cost Report** from VISTA’s Main Menu.

**Set Cost Report**

Function Help

VISTA TRAINING VERSION 4.4

Currency ☐

Report Type **D** **Detail** **Summary** **Both**

CO G/L PROD CO ST

Production ☐ Set ☐

Include P.O. Commitments **Y** **Yes** **No**

Detail from **DETL** Year Period **2000/01/01**

To  Period Ending **12/28/00**

Currency Conversion **N** **Base** **Native**

Exchange Rate **B** **Budget** **Current**

Variance Amt Format **1: 123,456.00 / 123,456.00-**

**Enter**

**Currency:** Enter the currency under which the accounting transactions to be reported were recorded in VISTA. **F12** or right-click to display a panel listing of valid currencies.

*To report the records under more than one currency, F12 or Right click to display the scroll panel and highlight the currencies to be reported.*

**Report Type:** Request a **Detail** report or a **Summary** report or **Both**. A detail report prints every account balance, a summary only shows the balances by major account categories.

**Production:** Enter the production(s) for which **Set** information is desired. **F12 or right-click** displays a list of production numbers set up in the system. An **'A'** for All includes every production number in the system.

When more than one production is requested, the system lists them separately; this report does *not* consolidate account balances across productions.

**Set:** Enter the **Set** number(s)--must be the combined location/set number—to be reported. **F12 or right-click** displays a list of **Set** numbers in the system. An **'A'** for All includes every **set** number in the system.

**Include PO Commitments:** The default **Yes** shows PO commitments and adds them to **Total Cost**.

**Detail From / To:** enter a range of accounts if you want to limit the report to that range. The default blanks tell the system to include all *production cost* accounts (balance sheet, income and expense accounts are always excluded from this report).

**Year period:** defaults to current year period. You can only go back to the first year period of the previous month (i.e. a maximum of 8 weekly year periods) in your reporting. Subject to this limit, enter the year period you want over the default year period.

**Period Ending:** this defaults to the system's current date and appears on the report as the period ending date. Enter a different date if you wish.

**Currency Conversion:** Selecting **Base** prints all account balances in the Base currency. If you've selected more than one currency for this report, you must select this option. The **Native** currency option can be chosen only when one currency has been selected. The system prints account balances in the currency in which the transactions were originally entered.

**Exchange Rate** - if you've requested currency conversion, indicate whether you wish to use the Budget or Current exchange rate.

**Variance Amount Format:** lets you choose if unfavorable variances are to be shown as negatives or with various types of brackets.

Press / click **Enter** when you've made all your selections to print the report.

---

## Episodic Cost

**Purpose:** Prints cost report customized for requirements of episodic TV

**Required:** Currency code, Episode Number

**Defaults:** Select current year period activity; every account balance; no currency conversion; if conversion requested, use budget exchange rate; negative variances with minus sign.

The **Episodic Cost** report shows production costs for episodic TV series that includes information pertinent to this show format, such the average cost of an episode, the pattern budget established for an average episode, etc..

More specifically, the report gives the following information for selected episodes by account or by major account category:

- account number and description;
- budgeted amortized costs to be allocated;
- estimated final cost for amortized costs (EFAC);
- actual costs to date;
- total budgeted costs;
- total estimated final costs (including EFC);
- the total cost for all episodes selected for the report;
- the average cost per episode based on the episodes selected;
- the pattern budget
- the variance between the actual average cost for an episode and the pattern budget.

The report headings and columns are fixed and cannot be modified. The main feature of the report is to list or group accounts by **Account Type** (EA, EB, EC, etc. see “*Cost Account Types*” on page 9-16).

Choose **Cost, Episodic Cost** from VISTA’s Main Menu.

**Episodic Cost**  
Function Help

VISTA TRAINING VERSION 4.4

Currency ☐ Year Period 2000/01/01

Report Type ☐ Detail ☐ Summary ☐ Both

Currency Conversion ☐ Base ☐ Native

Exchange Rate ☐ Budget ☐ Current

Variance Account 1: 123,456.00 / 123,456.00

Amortization Account CD G/L PROD Pattern Budget CD G/L PROD Episode Multiplier ☐

Summary Amortization Accounts

Page 1 of 10

Episode Number CD G/L PROD	Episode Title	Director	# of Days	ATD	BOST	EFC	Lio Fee	Reimb	Episode Weight
01									
02									
03									
04									
05									

☐ Print Zero Activity?

☐ Create Export File?

Enter

**Currency:** enter the currency in which your costs are recorded. The report allows you to select only one currency at a time.

**Year period:** defaults to current year period. You can only go back to the first year period of the previous month (i.e. a maximum of 8 weekly year periods) in your reporting. Subject to this limit, enter the year period you want over the default year period.

**Report Type:** Detail prints every account balance; Summary sums up everything by major account category (for each episode selected). Clicking the **Both** button gives you both reports.

**Currency Conversion:** Selecting **Base** prints all account balances in the Base currency from the Native (foreign) currency under which the costs have been recorded. If you want the report to come out in the original currency, choose Native.

**Exchange Rate** - if you've requested conversion to Base, indicate whether you wish to use the Budget or Current exchange rate for the conversion.

**Variance Amount Format:** lets you choose if unfavorable variances are to be shown as negatives or with various types of brackets.

**Amortization Account:** enter the dummy production number that you've used to collect and temporarily hold the episodic costs that couldn't be charged *directly* to the individual episodes on an on-going basis. Requesting your total amortized costs gives you the budgeted amortizable costs and the EFC for those costs. Leave this field blank if you don't want to see this information.

**Pattern Budget:** enter the dummy production number used to hold the pre-established pattern budget for an episode for this show to see this information on your report. Leave it blank if you don't wish to see this information.

**Summary Amortization Accounts** - OPTIONAL - if you wish to see additional amortized accounts at a summary level at the end of the report, enter the production numbers.

**Episode Number:** enter the production number of each episode that you wish to include on the report.

Pressing **F12** or a **right-click** in any of the last four production number fields displays a listing of *all* production numbers in your system. VISTA does not know if the production number is used for amortizable costs, a pattern budget, or for a real episode production number.

**Episode Title:** the production title in the chart of accounts is used unless you override it with another in this field.

**Director:** enter the Director's name if you wish this additional information to appear on the report.

**# of Days:** this is also additional information you can display on the report. The number of filming days may be useful in comparing the cost of one episode with another.

**Atd, Bdgt, Efc:** this report gives you the ability to compare the different levels of cost of episodes against one another, against the average episode as well as against the pattern budget. The cost levels at which this comparison can be made are:

**Atd**--actual costs to date;

**Bdgt**--budgeted costs, and;

**EFC** - estimated final costs.

The system default is **Atd** if the field is left blank.

**Lic Fee Reimb:** enter the license fee from the network for each episode if you want this information on the report. It will appear at the bottom of the report, followed by the difference between the total episode cost and the license fee to allow you to determine if each episode is over or under the license fee and reimbursement amount.

**Episode Weight:** in calculating the average cost for an episode it is important to consider factors that would distort the result. For example, if the first episode was a one-hour pilot for a half-hour series, it should be given a weight of 2 versus the half-hour episodes' weight of 1. This will produce the correct weighted average.

Press **Enter** when you've made all your selections to start the report.

---

## Set Cost Consolidation

The **Set Cost Consolidation Report** offers the User all of the features described in the "*Set Cost Report*" section on page 23-9 of this document. Additionally, the **Consolidated Set Cost** function allows the User to consolidate costs by **Set** field across multiple production numbers.

The screenshot shows a software window titled "Set Cost Consolidation" with a menu bar containing "Function" and "Help". Below the title bar, it says "VISTA TRAINING VERSION 4.4". The window is divided into two main sections. The top section contains fields for "Currency" (checkbox), "Report Type" (radio buttons for Detail, Summary, Both), "Cost Type" (radio buttons for Non-Consolidated, Consolidated), "Production" (text field with "CO G/L PROD" above and "A for All" below), "Set" (text field with "CO ST" above and "A for All" below), "Include P.O. Commitments" (radio Y, buttons Yes/No), and "Show Sets in Report" (radio Y, buttons Yes/No). The bottom section contains "Detail from" (text field with "DETL" above), "To" (text field), "Year Period" (text field with "2000/01/01"), "Period Ending" (text field with "12/28/00"), "Currency Conversion" (radio N, buttons Base/Native), "Exchange Rate" (radio B, buttons Budget/Current), "Get Account descriptions from the Chart of Accounts?" (radio Y, buttons Yes/No), and "Variance Amount Format" (text field with "1: 123,456.00 / 123,456.00-"). At the bottom left is a checkbox "Create Export File?" and at the bottom right is an "Enter" button.

Input the desired parameters of the **Set** consolidation, and press **enter** to generate the report.



# Memo Cost Report

The purpose of the **Memo Cost Report** is to allow the User to generate a report of costs falling in specific 'memo fields.' The **Memo Field** is part of VISTA's Chart of Accounts, and is typically designated as **F**, **F1**, **F2** or **IN**. The **Memo** field is used to track various types of costs: labor costs; tax rebates; insurance claims; Canadian taxes via Province; etc. The **Memo Cost Report** is valuable because it offers the User the ability to report these various types of costs on a single report.

Review the "*Insurance Free Field*" section on page 9-33 of this document for detailed instructions on adding a Memo field.

Input the **Currency**, **Production** numbers and **Report Type** to be reported.

**Memo Cost Report**

Function Help

VISTA TRAINING VERSION 4.4

Currency  Production (A - A11)  CO G/L PROD

Report Type

Detail from  DETL Year Period  To  Period Ending

Currency Conversion    Exchange Rate    Detail description from Master Chart of accounts?

Report Columns

IN F Page 1 of 10

Memo Field 1  Memo Field 2  Memo Field 3  Memo Field 4

☐ Create Export File?

A specific **Detail** range may be designated.

Designate from one to four **Memo** fields to be included on the report. Up to **40** free field codes can be included on a single report. When the first four Memo fields have been input, press the **Page Down** key on the keyboard to advance to the next of ten pages.

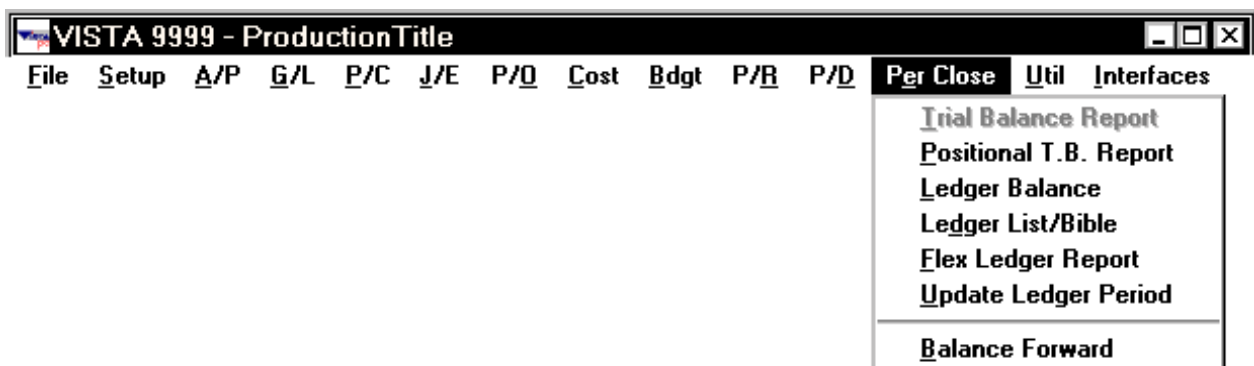
When all parameters have been input, press **enter** to generate the report.

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# Chapter 24: Closing - Per Close Menu

---

## Overview



Closing your books--referred to in VISTA as **Period Close**--is a matter of stopping to record transactions in one accounting period or year period and starting to record them in the next one.

The most commonly used accounting method when it comes to year period in production cost is *weekly*. Hence, typically, the month of, say, January 2001 would consist of 4 or 5 normal accounting periods of 20010101, 20010102, 20010103, 20010104 and 20010105.

VISTA allows up to six week periods per month.

The **Period Close** feature in VISTA is therefore used for closing one year period and opening the next one--e.g. closing 20010101 to open 20010102, closing 20010105 and opening 20010201.

The year period accounting convention is actually entirely up to you. You could for example use a monthly cycle--in which case your year periods would be 20010101, 20010201, 20010301, 20010401 and so on. Of course then you would be closing, say, 20010201 and opening 20010301 and *not* 20010202.

You will see that the VISTA function (**Update Ledger Period**) for closing a year period and opening a new one defaults to the weekly method commonly used in production accounting.

**AND** VISTA goes through all *six* weekly year periods for each month. It is therefore entirely up to you to control the year periods that you will be using for your accounting records.

And then there is the **annual closing**. This is the **Balance Forward** function that closes a **YEAR** and starts a new one--so that your year periods will go from **2001xxxx** to **2002xxxx**. (See the Balance Forward section later in this chapter).

The VISTA **Period Close** menu command consists of two types of functions:

- Reports that allow you to check that all is in order with your books--i.e. they are in balance--before you close out one period, and;
- The actual closing procedures performed by the system to update all your records that result in a year period that has been closed and a new one opened.

The **Report** functions are:

- **Positional Trial Balance**;
- **Ledger Balance**;
- **Ledger List/Bible**, and;
- **Flex Ledger**.

The **Closing** functions are:

- **Update Ledger Period**, and;
- **Balance Forward**.

One recommended closing procedure includes the following:

1. running the above reports as well as the standard **COST REPORTS** used in your normal weekly reporting;
2. backing up your data, and then;
3. closing the current year period and opening the new year period.

You will establish your own procedure or one that is in use by the studio. At a minimum, the above standard VISTA functions will give you a satisfactory procedure that will ensure you maintain adequate records of your production costs with the required audit trail.

---

## Positional T. B. Report

**Purpose:** Prints account balances set up by the user.

**Required:** Currency code, Report ID, selections for standard 3 information columns

**Defaults:** Reports summary information; for current year period; uses current system date for period ending date; no page break for each account range, no zero balance accounts and no export file.

The Trial Balance is a report that lists all of the general ledger account balances in detail or in summary formats.

The **Positional T.B. Report** allows you as a user to define its structure so that it is not merely a listing of all of your general ledger account balances. **Setup, Positional TB Table** is the menu command used to define the report structure.

The production trial balance totals to zero, if all transactions and processing occurred without errors.

You can print as many positional trial balance reports, in as many different formats as you like. They can be run at any time not just during the period close. It is recommended that you run the report(s) before you close your books for the year period and review them for any mistakes in recording the period's transactions.

Choose **Per Close, Positional T. B. Report** from VISTA's Main Menu.

Positional Trial Balance

Function Help

VISTA TRAINING VERSION 4.4

Currency ☐

Report ID

Report Type ☒ Detail ☐ Summary

Year  Month  Week  Period End Date

Column 1 ☐ Column 2 ☐ Column 3 ☐

Column Choices

A	Beginning Balance	J	Total-To-Date Balance
B	Current Activity	K	Month-To-Date PCL
C	Account Balance	L	Quarter-To-Date PCL
D	Month Only Balance	M	Year-Open Balance
E	First-Quarter Balance	N	Fifth-Quarter Balance
F	Second-Quarter Balance	O	Sixth-Quarter Balance
G	Third-Quarter Balance	P	Budget
H	Fourth-Quarter Balance	Q	EPC
I	This Year-To-Date Balance	+	Sum of Col_1 & Col_2
		-	Difference of Col_1 & Col_2

Currency Conversion ☒ Base ☐ Native ☐

Exchange Rate ☒ Budget ☐ Current ☐

A page break after each account range? ☒ Print zero balance activity? ☒

☐ Create Export File? NEVER

Enter

**Currency:** enter the currency under which the general ledger transactions were recorded.

If you have more than one currency, you may select multiple currencies to produce a consolidated report. *Please note that a Consolidated Trial Balance will always be in the Base currency.*

**Report ID:** enter the trial balance report you want to use in this run by the name given it under **Setup, Positional TB Table**.

**Report Type:** Detail prints out every account balance; Summary will sum up account balances and print by major account category only.

**Year / Month / Week:** These 3 fields default to the current year period.

You can only request a report for weeks within the current month. In order to have a trial balance for every closing, please make sure you print a final trial balance before you close the current year/period.

**Period End Date:** this is the Period Ending Date that prints out on the report for reference purposes. It defaults to the current week ending date. You need to change it appropriately depending on whether you're running a report for the latest year period or going back to a previous year period (week).

**Column 1 / Column 2 / Column 3:** you can choose the accounting information on your trial balance. It is limited to 3 columns and the choices that you have are listed in the panel titled **Column Choices**. Make your choice by entering the letter that corresponds with the balance listed in the panel.

The most commonly selected are A (Beginning Balance), B (Current Activity) and C (Account (closing) Balance) but as you can see, there are quite a few other choices, including two computed columns--one that gives the sum of column 1 and 2, and the other, the difference between these 2 columns.

**Page Break:** requesting a page break with a **Y** will create a new page every time the range of accounts changes. Range in this case means the separate account ranges defined in creating your positional trial balance under **Setup, Positional TB Table**. The default is for no page break.

**Zero Balance:** a **Y** will print the accounts that have had activity but happen to have a net balance of zero as of the date of the report. The default is to not print out such accounts.

**Create Export File:** creating an export file allows you to process this information in a spreadsheet. You need to click the check box to request the file.

---

## Ledger Balance

**Purpose:** Checks that detail transactions records agree with summary records and general ledger account balances.

**Defaults:** For current year period and perform all tests

The **Ledger Balance** function in VISTA performs a health check on your data. Additionally, it prints a summary that allows you to review the year period's financial activities at a glance.

The three checks that it performs are:

1. It checks that every transaction (A/P invoice entry, journal entry, petty cash advance or accounted for) balances to zero;
2. It checks that the total of all of the invoices not yet paid agrees with the control total accumulated in the system's A/P clearing account;
3. It checks that the general ledger account balances for the year period correctly reflect the accumulation of the accounting entries generated by all entry transactions (through A/P, petty cash, journal entry, etc.)

Additionally, it gives you a snapshot of the current year period's financial activity with weekly transactions analysis of your entry system activities, PO's added, bank account transactions, control accounts activity, etc. Because of these checks on your data's integrity and completeness, it is imperative that **Ledger Balance** be run as a standard procedure in closing your books.

Choose **Per Close, Ledger Balance** from VISTA's Main Menu.

*Note:* A page will print if no exceptions are found so you will know the process has been completed.

This function should be run every week. If you haven't been doing this and require that the default settings be changed, please contact a VISTA Customer Support Representative to discuss the options available.

After the screen comes up, simply press **Enter**.

**Ledger Balance** prints out a report for any of the verification processes in which it uncovers data exceptions and transactions that are out of balance.

It gives full details (account number, transaction number, etc.) and the sources of the discrepancies as well as a total column that shows the amount of the difference.

If any of your reports shows that there is a difference, ***please contact your VISTA Customer Support Representative***. There are no menu choices that allow you to fix your data. When there is a difference, the investigation and fix require the assistance of Entertainment Partners.

***Never*** ignore these differences and proceed with the close of a period and the opening of a new period. Please call a customer support representative if you need assistance.

If you've been running the **Ledger Balance** on a regular basis and this is the first time the process has had with exceptions, chances are that it is something minor and the repair process will be quick and simple.

*The Ledger Balance can also be run through the System Services program. By using System Services, you can automatically run the Ledger Balance as frequently as you like without having to be present to start the process. For detailed instructions, please see the section entitled HOW TO RUN SYSTEM SERVICES.*

---

# Ledger List/Bible

**Purpose:** Prints general ledger transaction details

**Required:** None for standard report

**Defaults:** For current period, all accounts, report date is system current date

**Ledger List/Bible** prints out an opening balance, every transaction posted to the account for the specified period and a closing balance.

It prints out this accounting information for a specified range of accounts or for all accounts (if the selection is **Bible**).

Where there are more than one currency, each one is printed on separate reports.

Choose **Per Close, Ledger List/Bible** from VISTA's Main Menu.

The screenshot shows a software window titled "Ledger List/Bible". It contains several input fields and buttons. The "Report Type" dropdown is set to "C". The "Current Period" is set to "1996/06/02" and the "Period End Date" is "07/18/97". The "YR/PD from" and "to" fields are both set to "//". The "Currency" and "Page No" fields are empty. An "Enter" button is located at the bottom right of the window.

**Report ID:** enter the name / identification of the report as created in **Setup. F12** or a right-click lists all the reports set up in the system.

**Currency:** enter the currency under which the ledger transactions were recorded. Only one currency can be selected at a time.

**Report Heading:** Allows the User to name or title the report. The title input into this field will appear at the head of the printed report.

**Report Type:** defaults to **C** for current period.

The **Current Period** option shows the balance of the account at the beginning of the current year period, the transactions posted during that period and the account balance at the end of that current period.

You can specify all accounts or an account range.

The **YR/ PD Range** option is not an unlimited selection of various year periods from inception to date but rather of different (weekly) year periods within the same month and the same year.

You can go as far back as the first year period of the previous month. You can include all accounts or an account range.



The **Bible** option prints all year periods since inception.

The **Current Year Period** displayed on the screen is for your information only and cannot be changed.

**YR/ PD from / to:** Enter the year period for reporting if you've selected **Year Period Range**.

**Period End Date:** is the week ending date that appears on the report. You need to change it depending on the options you've selected above.

Press Enter when you've made all your selections to start the report.

**Restart Options - Currency / Page No.:** if you encounter a problem while printing a report (i.e. the printer jams), the system allows you to restart the report without having to start from the beginning. Complete the screen exactly as you did the first time you ran the report, then enter the currency and page number at which you want the reprinting to start. For example, if your Ledger List is 200 pages long, and the printer jammed after completing page 154, you would ask the system to restart the report beginning at page 155.

---

## FLEX Ledger Report

**Purpose:** Prints general ledger information in a flexible format and with various data selection criteria.

**Required:** Currency code, Report ID

**Defaults:** For current year period, current system date for report date

This function allows you to run a **Flex Ledger** report as previously defined under the **Setup, Positional T.B./Ldgr Bible/List Maint** menu command. Please refer to this section of the documentation (page 9-19) for Set Up information.

Choose **Per Close, Flex Ledger Report** from VISTA's Main Menu.

The screenshot shows a Windows-style application window titled "FLEX Ledger Report". It has a menu bar with "Function" and "Help". Below the menu bar is a "SHOW TITLE" label. The main content area contains several input fields: "Currency" (a small square), "Report ID" (a text box), "YR/PD from" (1996/06/02), "to" (1996/06/02), "Period End Date" (07/18/97), and "Current Period" (1996/06/02). Below these is a "Restart Options" section with "Currency" (small square) and "Page No" (text box). At the bottom left is a checkbox "Page break at new production." and at the bottom right is an "Enter" button.

**Currency:** enter the currency under which the ledger transactions were recorded. Only one currency can be selected at a time.

**Report ID:** enter the name / identification of the report as created in **Setup**. F12 or a right-click lists all the reports set up in the system.

**Year Period From / To:** this option is not an unlimited selection of various year periods from inception to date but rather of different (weekly) year periods within the same month and the same year.

You can go as far back as the first year period of the previous month. Subject to these restrictions, enter the year periods that specify the period range you want to include in your report.

**Period End Date:** is the week ending date that appears on the report. You need to change it depending on the options you've selected above.

The **Current Year Period** displayed on the screen is purely for your information only and cannot be changed

**Page break at new production:** If you wish each production to begin on a new page, enter an **X** in this box.

Press Enter when you've made all your selections to start the report.

**Restart Options - Currency / Page No.:** if you encounter a problem while printing a report (i.e. the printer jams), the system allows you to restart the report without having to start from the beginning again. Complete the screen exactly as you did the first time you ran the report, then enter the currency and page number at which you want the reprinting to start. For example, if your Ledger List is 200 pages long, and the printer jammed after completing page 154, you would ask the system to restart the report beginning at page 155.

---

## Update Ledger Period

**Purpose:** Closes the (accounting) year period you're currently working in and opens the next year period.

**Required:** None--unless you're not using the standard VISTA year period sequencing.

**Defaults:** VISTA standard year period sequencing for the next 2 year periods

The **Year Period** conventions in VISTA are as follows:

1. The weekly cycles consist of 6 weekly year periods per month, for 13 months per year;

Five weekly year periods are required per month to cover the months with more than 28 days (4 weeks times 7 days) and a sixth year period for the month provides for an extra year period if ever there is need to isolate accounting entries outside of the normal entries.

The 13th month is to provide for those instances where the accounting periods are based on thirteen months of four weeks each.

The normal year period numbering sequence when using weekly cycles are using 2001 as an example:

Y/P 20010101 to 20010106

Y/P 20010201 to 20010206

Y/P 20010301 . . . . .

Y/P 20011201 to 20011206

Y/P 20011301 to 20011306

The monthly cycles consist of 13 months per year.

2. The normal year period numbering sequence when using the monthly cycles are, again using 2001 as an example:

Y/P 2001**0101**

Y/P 2001**0201**

Y/P 2001**0301**

.....

Y/P 2001**1201**

Y/P 2001**1301**

3. Although the **month** designation, as in **0101**, **0203**, **0706** is usually used to denote January, February and July respectively in this particular case, it does not have to be used in this manner.

Y/P 2001**0101** can very well be used to denote April 2001 when March 2001, the end of the last fiscal year was 2000**1201**. May 2001 would then be 2001**0201**, and so on.

Post-close accounting adjustments may be required on a monthly basis as well as on a quarterly basis.

The year period numbering convention used in VISTA for post-close accounting is as follows, using 2001 as an example and assuming that the fiscal year coincides with the calendar year:

For monthly post-close:

2001**0190** is the January 2001 post-close year period;

2001**0290** is for February 2001;

2001**0390** for March 2001 and so on.

For quarterly post-close:

2001**0391** is for the first quarter;

2001**0692** the second quarter;

2001**0993** the third quarter;

2001**1294** the fourth quarter.

4. The fiscal year for many organizations does **not** always coincide with the calendar year. In those cases, the above year periods simply shift with the chosen fiscal year period conventions.

The final step in the weekly or monthly closing process is to 'update' the ledger period--closing the current year period and opening the new year period.

Choose the **Per Close, Update Ledger Period** command from VISTA's Main Menu to initiate the process.

If, upon starting the process, the system detects any unposted transactions in any of VISTA subsystems, it warns you of the fact with the following panel:



The subsystems that have unposted transactions are listed in the panel.

At this point you can click **OK** to get the **Update Ledger Period** screen and then *either* exit that screen to investigate the unposted transactions *or* continue with the year period update regardless of the unposted entries.

If you choose the latter step, the system will ignore the unposted batches in closing the current year period and opening the new year period. These transactions can then be processed in the new year period.

The warning panel does not pop up if there are no unposted transactions.

The **Update Ledger Period** screen that comes up looks like this:

**Update Ledger Period**

Function Help

VISTA TRAINING VERSION 4.4

Ledger Period

	Current	New
Current	2000/01/01	2000/01/02
Next	2000/01/02	2000/01/03
Prior Month (PCL)	1998/12/90	1998/12/90
Prior Quarter (PCL)	1998/12/92	1998/12/92

Enter

The Update Ledger Period screen displays the defined Year Periods. The Current column displays the period that is active and the period that will follow. Only The Current and Next Year Periods can be changed in the New column; the other Year Periods displayed can not be changed. Press enter to have the system accept changes.

Remember that the system automatically defaults to the established year period numbering convention. The year periods that are required for reporting when your production begins. For example, it will automatically go into week **05** and **06**, so watch out for those in case you do not want to use them.

To change the year periods to the ones you want, simply type over what's in the fields.

Once you've run Update Ledger Period, what were current year period transactions before are now prior year period transactions and can no longer be modified, updated or changed. Therefore, review all the reports produced in the **Per Close** function before you run this final step.

Press **Enter** to update the ledger period in your system and you will then be in a new year period.

---

## Balance Forward

**Purpose:** Closes out one year and opens up a new year

The **Balance Forward** process is designed to close out one fiscal/calendar year and start a new fiscal year for accounting purposes.

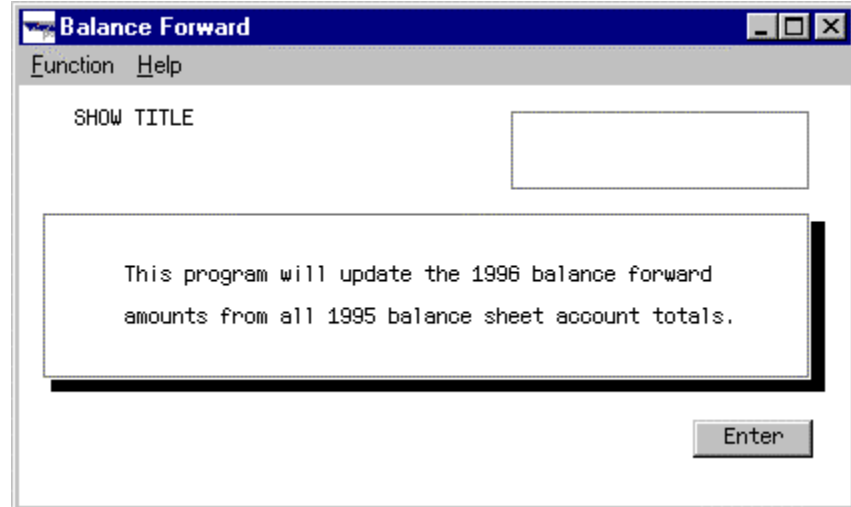
You are reminded by the **Update Ledger period** process to run this program whenever the **year** segment of your current year period is in one year (e.g. **2000**) and the **year** segment of the next year period is in the next year (e.g. 2001).

The balances that VISTA carries forward into a new year are those of production cost accounts (with Account Types of **EA**, **EB**, **EC**, etc.) and the balance sheet accounts (with Account Types of **A**, **L** and **C**).

**NOTE:** Account types may be included or excluded from the Balance Forward process by going to Set Up, Cost account types.

The balances that are closed out and **not** carried forward are those of income statement accounts (those with Account Types of **I** and **EX**).

Choose **Per Close, Balance Forward** from VISTA's Main Menu.



There are no options from which to choose; the system will display the year from which the balance is carried forward and the year into which the balances are being brought forward.

Press **Enter** to start the process.

A panel in the top right corner of the screen displays a running total number of accounts that are being created by the system for the new year.

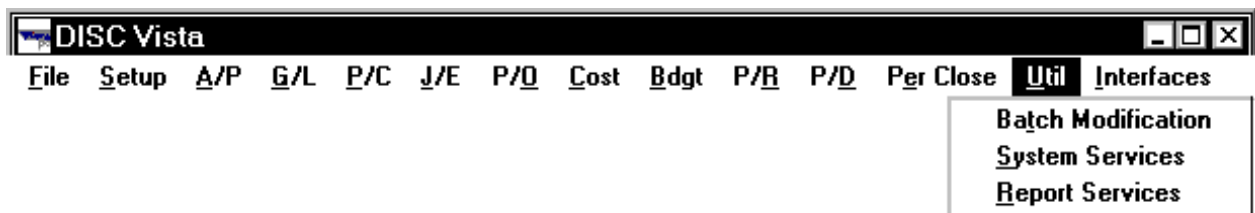
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# Chapter 25: Util Menu

---

## Overview

The items found in VISTA's **UTIL Menu** are not typical 'accounting' functions. These items are included to assist production accountants in completing common tasks.



These items are: **Batch Modification**, **System Services**, and **Report Services**.

---

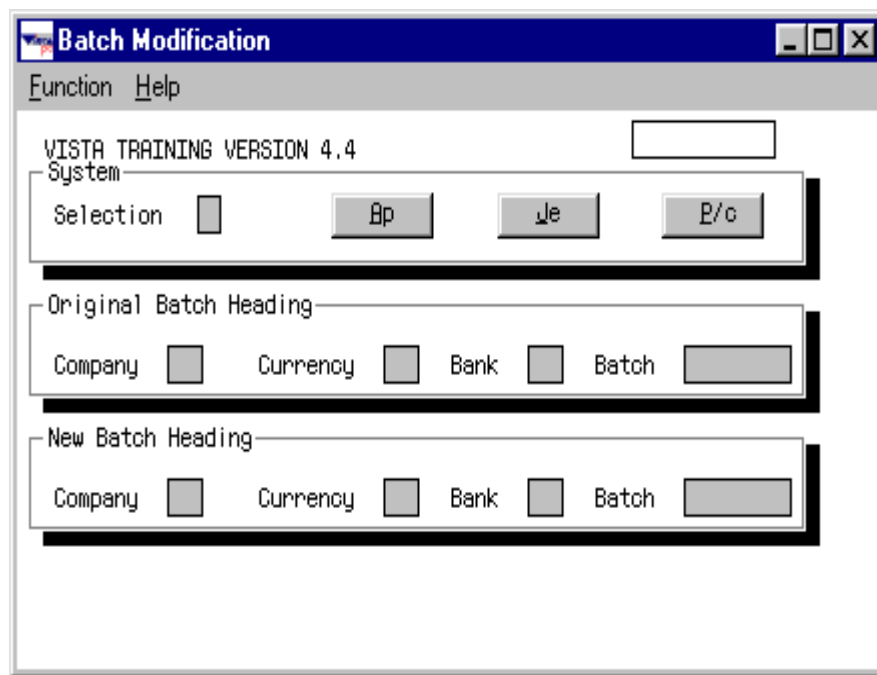
## Batch Modification

**Purpose:** Modify the batch header information prior to posting a batch

**Required:** System Selection, Original Batch Heading, New Batch Heading

**Defaults:** None

Choose **Util, Batch Modification** from VISTA's Main Menu.



### System Selection

Choose the **system** into which the affected batch was entered: **Ap** for invoice batches, **Je** for journal entry batches or **P/c** for petty cash batches.

### Original Batch Heading

Input the **Company**, **Currency**, **Bank** and **Batch** in which the object batch was entered; or **F12** or right-click in the **Batch** field to display a list of unposted batches.

### New Batch Heading

Input the desired **Company**, **Currency**, **Bank** and **Batch** name for the object batch.

---

A User may *not* rename a QCBATCH or a DISTCHG batch.

---

Press **enter** to complete the process.

---

## System Services

**Purpose:** Run system integrity checks immediately, at a specific time in the future, or at a regular designated interval.

**Required:** Frequency

**Defaults:** Frequency - Never

By using the **System Services** function, a User can perform Ledger Balance and Data checks, either upon demand or at pre-designated regular intervals.

Select **Util, System Services** from VISTA's Main Menu.



The screenshot shows a 'System Services' dialog box with two sections: 'Ledger Balance Check' and 'Data Check'. Each section has a 'Frequency' dropdown menu set to 'Never', a 'Day' dropdown menu, and a 'Time' field with 'am' and 'pm' radio buttons. The 'Data Check' section also includes a 'Path' text field containing 'c:\disc\db\'. At the bottom are 'OK' and 'Cancel' buttons.

## Ledger Balance Check

The **Ledger Balance** function performs a ‘health check’ on the input data by verifying that the detail transaction records agree with summary records and general ledger account balances. Additionally, the **Ledger Balance** produces a summary that allows review of the year period's financial activities. More information regarding “*Ledger Balance*” functions may be found [on page 24-4](#) of this document.

**Frequency:** Select one of the following choices from the drop-down menu: **Daily**, **Never**, **Now**, **One Time** or **Weekly**.

**Day:** If either **One Time** or **Weekly** is selected as the **Frequency**, choose a day of the week from the **Day** drop-down menu.

**Time:** Enter a valid time (between 1 and 12) and indicate if am or pm is desired.

## Data Check

Commonly referred to as a **BCheck**, the **Data Check** performs an error check routine. Running a **Data Check** at regular intervals can prevent larger, more complex problems with your data from occurring at a later date. EP Customer Support recommends a daily data check.

**Frequency:** Select one of the following choices from the drop-down menu: **Daily**, **Never**, **Now**, **One Time** or **Weekly**.

**Day:** If either **One Time** or **Weekly** is selected as the **Frequency**, choose a day of the week from the **Day** drop-down menu.

**Time:** Enter a valid time (between 1 and 12) and select AM or PM. **Path:** Enter the path to the data to be checked. Typically, the data will reside at **c:\disc\db\**. To check all data files, specify data in the directory by entering the four digit VISTA license number followed by \*.\*.

Click on the **OK** button to begin the process or accept the input.

---

## Report Services

**Purpose:** Opens **ReportView** to read or print reports created or imported therein.

**Required:** None

**Defaults:** None

**Report View** displays a screen of reports created in your current session.

ReportView is also used in conjunction with **Interfaces** functions to import and print payroll edit reports transmitted from the Entertainment Partners payroll computer.

Choose **Util, Report Services** from VISTA's Main Menu.

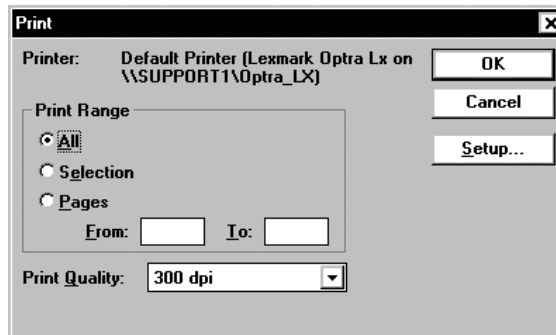


### Viewing reports in ReportView

Information may be sent to ReportView in different ways. A User can send a VISTA report to ReportView by selecting ReportView as the destination printer in the print dialogue box. A User may import data files into VISTA from an outside source, as is the case with Modem of Edit procedure. To update the list select file, Update.

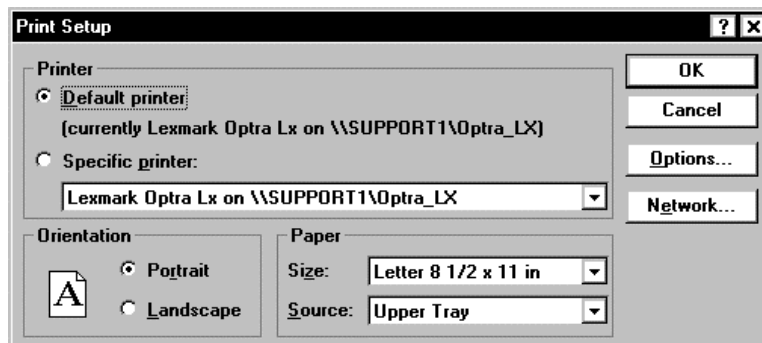
## Printing from ReportView

Once a report has been accessed through ReportView, it can be printed by clicking the printer icon or selecting **File, Print**.



- The entire active report can be printed by clicking the **All** button.
- Clicking the **Selection** button prints active or highlighted pages.
- Clicking **Pages** and designating a range in the **From - To** fields will print the specified range of pages.

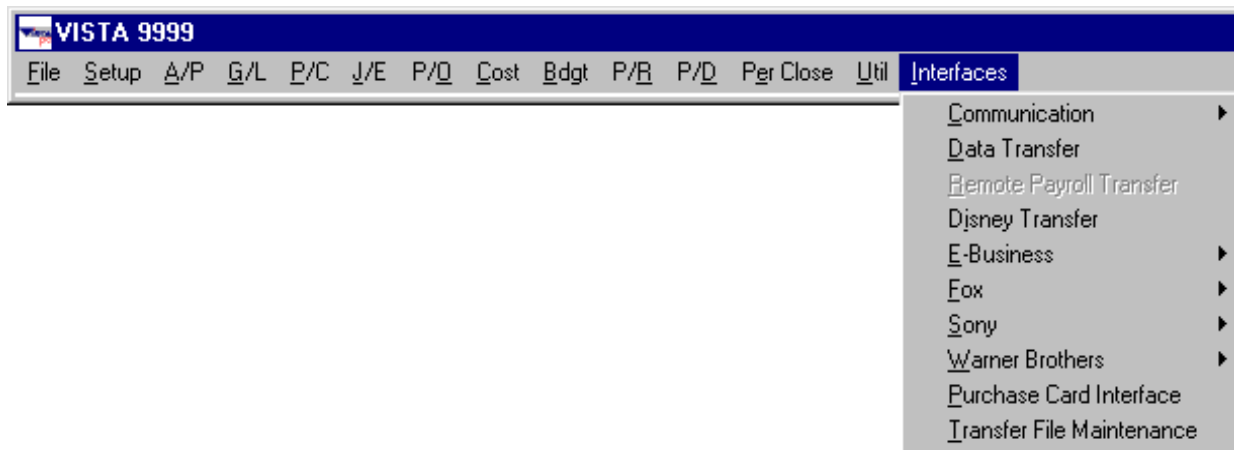
Clicking the Setup button escorts the User to a Print Setup window in which the User can designate Printer, Orientation and Paper Size and Source.



Click **OK** to send the report information to the designated printer.

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# Chapter 26: Interfaces



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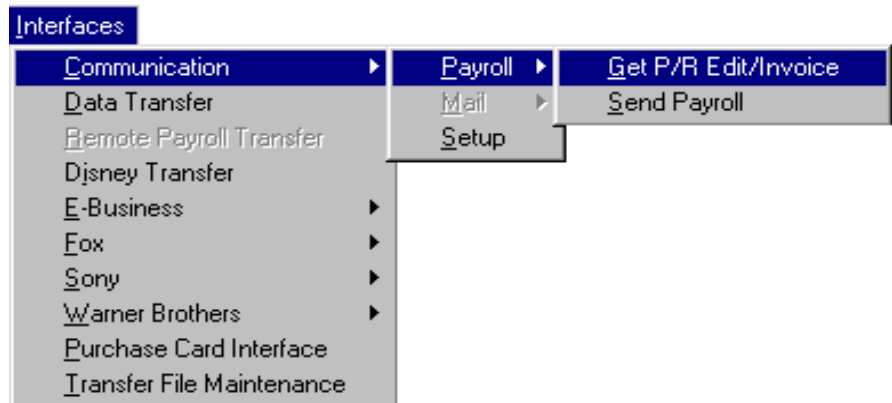
## Communication

### Overview

The **Interfaces** section of the VISTA main menu contains programs that allow data to be transferred between VISTA systems and between VISTA and various other systems.

### Payroll, Get Report/Data

The VISTA software will dial via modem into Entertainment Partners payroll computer to pick up electronic edits or payroll files. Access the Modem Of Edits and Location Check Print through Interfaces, Communication, Payroll, Get P/R Edit/ Invoice.



---

## Modem of Edits

**Required:** Modem, VISTA Payroll History Reporting System programs, EP computer access established via EP Marketing department.

VISTA's **Modem of Edits** function benefits the User by providing the User with access to payroll edits; information generated by Entertainment Partners Payroll department, that would otherwise require physical transportation from EP offices to the User's location.

## Get Report

Selecting **Interfaces, Communication, Get Report/Data** will display a **Login** window into which the User must input his or her **User Name** and **Password**, both of which are established by the EP Marketing Department.

A screenshot of a login window titled 'EP Communication Services Login'. The window has a black title bar with a close button (X) on the right. Inside the window, there are two text input fields. The first is labeled 'User Name:' and the second is labeled 'Password:'. Below the input fields are two buttons: 'OK' and 'Cancel'.

Input the User Name and the Password, and click **OK** to initialize modem connection.

**NOTE:** Passwords are typed in uppercase

If no files are found, VISTA will notify the User that no files are available.



A likely reason a User would receive this message is that the show's EP Paymaster has yet to post payroll for that show to EP's Remote Access Server (RAS). The show's Paymaster can advise Users when data for their show has been posted to the RAS.

When edit files are found, VISTA will display a message informing the User that a file transfer is in progress. VISTA will download all available files to the Disc\Download directory.

A message will notify the User that the data transfer has been successfully completed and display the number of downloaded files.



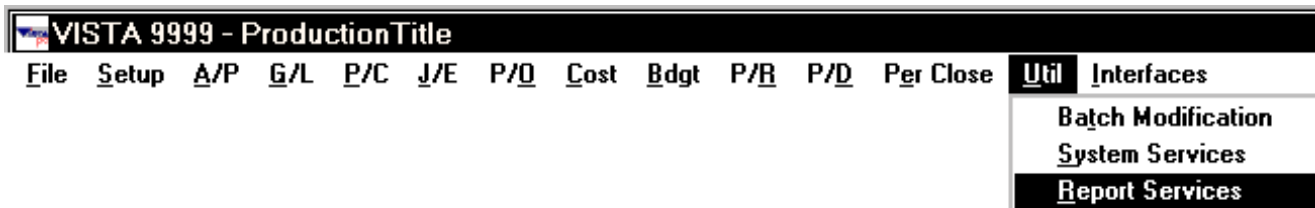
When the transfer is complete, the edit report data will have been written to the User's hard drive, in the Disc\Download directory.

The next step in the process is to access the reports via the **Report Services ReportView** function.

## Printing Modemed Edits

Once the edit files have been successfully transferred from EP's Payroll computer to the User's VISTA system, the User must translate the electronic edits into a format suitable for reporting purposes. This is accomplished through the **Util, Report Services** function.

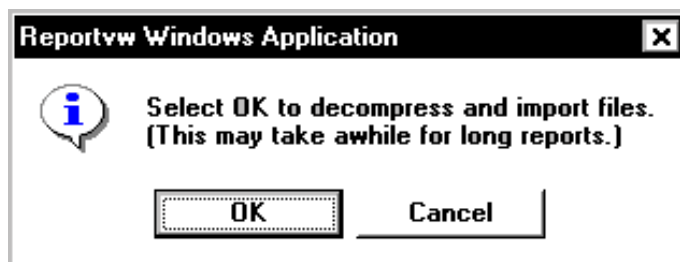
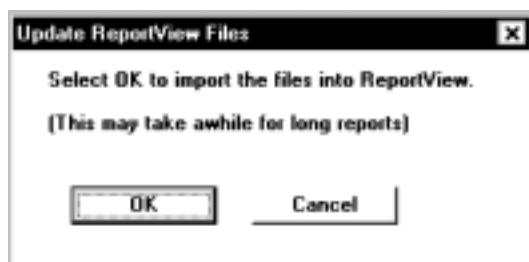
Select **Util, Report Services** from the VISTA toolbar.



If there are no current report files other than payroll edits, the message 'No report files are found' may appear. This is acceptable, press OK. The VISTA ReportView screen will appear. From the VISTA ReportView toolbar, select **File**, **Update**.

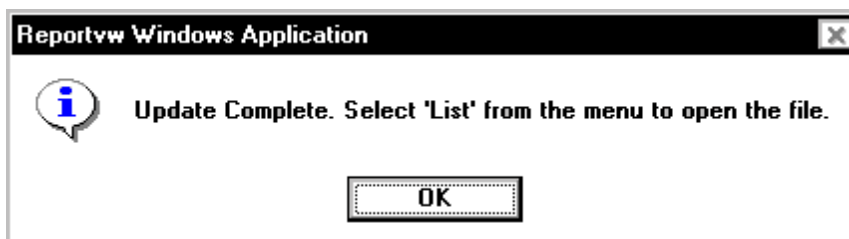


A pair of dialog boxes will appear. Select OK on both dialog boxes.



These boxes notify the User that the import may take more than just a few minutes.

VISTA ReportView will decompress all available files in the disc\download directory. An information box will advise the User when the Update is complete.





To view and print the report, return to the ReportView toolbar and select **File, List**. The payroll edit report will appear in the ReportView window.

---

Only one payroll edit may be viewed or printed at a time. If multiple edits have been downloaded simultaneously, selecting **File, List** from the ReportView toolbar a second time will display a scroll panel where the user can select the next report for viewing or printing. Continue until you have printed all the edits.

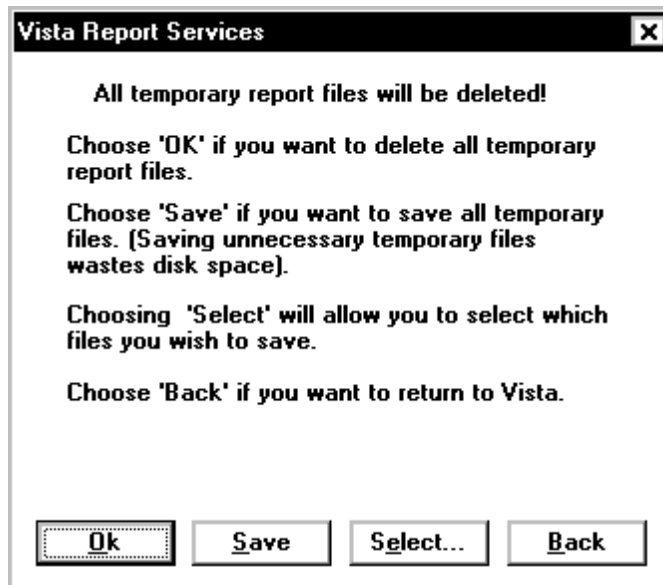
---

If there are no files found in the import directory, a warning message will appear. This message indicates that the files may have been written to a different directory.



If this message is received, verify that a disc\download\ directory exists. The files being transported and unzipped are in a \*.rzf format. Once the files are unzipped the \*.rzf files are deleted and changed to \*.vdd and \*.vde in the Windows\temp directory. Contact Entertainment Partners Customer Support for assistance.

Importing edits into ReportView creates files in the system's Temp directory. Upon exiting VISTA, a message will appear giving the user a choice to either save or delete.



It is recommended that the User click **Ok** to delete the Temp files.

In the instance that the User has imported the edit files into ReportView, but has not printed the edit reports, the User must save the report files in the Temp directory for review at a later time. Click **Select...** and highlight the edit reports to be saved. The saved files can be accessed through ReportView.

---

## Location Check Print

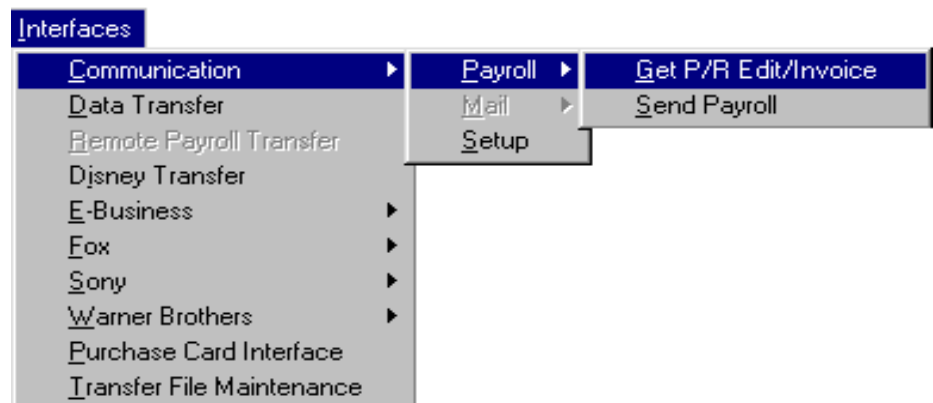
**Purpose:** Allow Users to print the production's payroll checks at the production's accounting office.

**Required:** VISTA Payroll History Reporting System, MICR toner, Check Stock

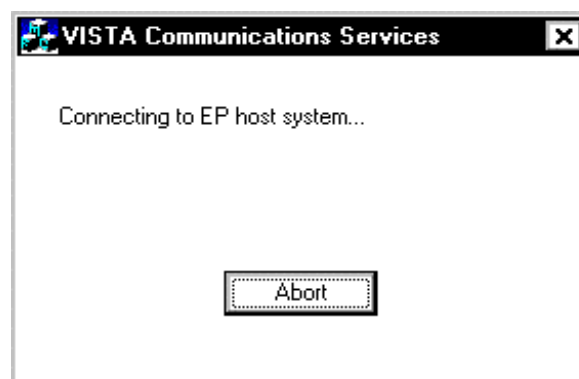
VISTA's Location Check Print enables a production accountant to print a production's payroll checks at the accounting office. Information from Entertainment Partners is transferred to the User's hard drive from which checks are generated. (More information regarding "VISTA Payroll History Reporting System" may be found in the P/R chapter of this document, on page 15-1)

## Get Data

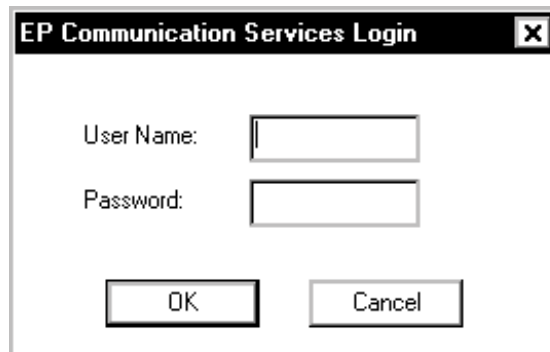
The first step of the procedure is to pick up the electronic payroll invoice file from the EP RAS computer. From the main VISTA toolbar, select **I**nterfaces, **C**ommunication, **P**ayroll, **G**et Report/Data.



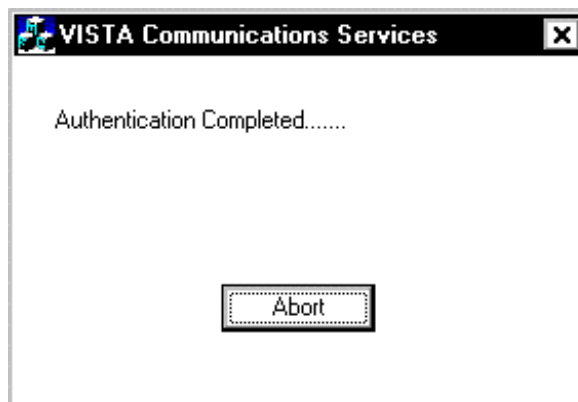
A message from VISTA will notify the User that VISTA is connecting with the EP computer.



Upon achieving the connection with EP, the EP computer will request a **Logon** identification code from the User.



In the fields marked **User name** and **Password**, input the log-on name and secret code as established by EP Marketing Department at the time that the production's Location Check Print capabilities were established. **NOTE:** The passwords must be typed in uppercase letters.



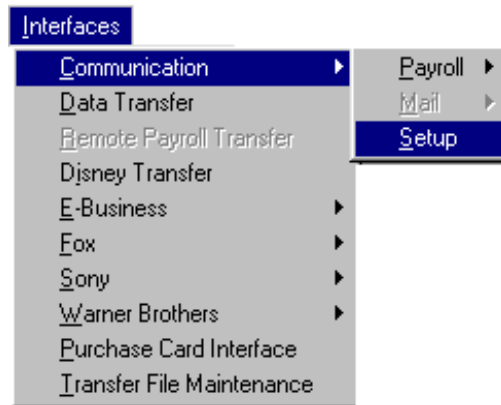
EP will then connect VISTA to the proper payroll directory and initiate a search of the computer for payroll files.



When files are found, VISTA will display a message informing the User that it is **Receiving Data Files**. VISTA will download all available files to the **Disc/Download** directory. Another message will notify the User that the file transfer has been successfully completed.

When the transfer is complete, VISTA will automatically disconnect from the EP computer.

The next step in the Location Check Print procedure is performed through the **P/R, Invoice Processing, P/R Receive** function. Refer to the “*Payroll Receive*” section on page 15-2 for detailed information.



---

## Setup

Choose **Interfaces, Communication, Setup** from VISTA's toolbar.

The information input into this window enables VISTA modem access to Entertainment Partners' **RAS**. In most cases, a User's VISTA software will be delivered to the production with all data input into this window. However, if a production changes locations or moves offices, it may be necessary to modify some of this data.

A screenshot of the 'VISTA RAS Setup' dialog box. The dialog has a title bar with 'VISTA RAS Setup' and a close button. Inside, there are several labeled text input fields: 'Area Code' with '818', 'Prefix' with '9', 'LD Code' with '1', 'Import Dir.' with 'c:\disc\download\' (note the trailing backslash), 'Export Dir.' with 'c:\disc\upload\' (note the trailing backslash), and 'Net Drv.' with 'Q:'. At the bottom, there are two buttons: 'OK' and 'Cancel'.

**Area Code:** Input into this field the area code *from* which VISTA will be dialing into EP.

**Prefix:** If the phone lines of the production accounting office require a prefix number to dial an outside line (commonly a **9**), input that prefix here. A **comma**

following the prefix will cause a slight pause to establish an outside dial tone between the prefix and the modem number

**Long Distance Code:** Input a **1** to proceed the area code and modem number. (If the production were dialing EP from a foreign country, the United States's country code would also be input into this field.)

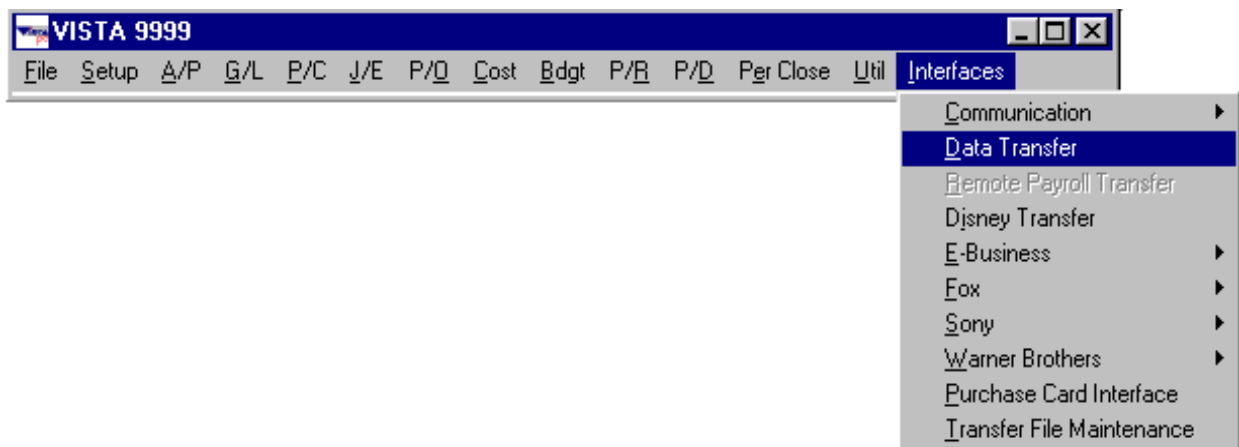
**Import Directory:** **c:\disc\download\** Do not change.

**Export Directory:** **c:\disc\upload\** Do not change.

**Net Driv.:** **Q:** Do not change. Click **OK** to modify the data in this window.

---

## Data Transfer



**Purpose:** Consolidate data from one VISTA Location system to a VISTA Host system, or between a Host and a VISTA corporate system.

**Required:** Template

This option is used to transfer data between VISTA systems or to send/receive data from Studio/Corp systems.

### Guidelines for successful VISTA to VISTA Data Transfer

1. Perform a **system save** prior to performing a transfer.
2. Both VISTA systems must be in the same year period.
3. Choose a time in the accounting cycle that is consistent in both systems; i.e. before closing a year period.
4. Keep **Host** system updated with any changes to the **Location** system's Setup menu; e.g. additions to the **Chart of Accounts**.

5. A **send** may be transferred multiple times, but a **receive** may be posted only once.
6. The Host system must share with the Location system the following Setup items:
  - Company Numbers,
  - Currencies,
  - Bank Codes,
  - Petty Cash Codes
  - Identical Chart Of Account

(Refer to these items under the “*Setup Menu*” section of this document, page 9-1, for detailed instructions.)

## Host System

The Host system; the VISTA system receiving data must be equipped with a unique vendor template (a two-digit alpha code) and License number assigned by Entertainment Partners.

## Location System

The Location System(s); the VISTA system sending data must be equipped with a unique vendor template and License number assigned by Entertainment Partners  
Data Transfer Options

Choose **Interfaces, Data Transfer** from the VISTA main menu. The following screen will appear:

PRODUCTION Template	COMPANY NAME Dictionary	Name	Direction	Retransfer
<input type="text"/>				<input type="text"/>

☐ Transmit File Before Receiving  
☐ Transmit File After Sending

To see a scroll panel of available choices, press F12 or right-click in the Template field. The following window will appear:

comm250		
	Template	Module Description
<div>Previous</div> <div>Next</div> <div>Help</div> <div>Done</div> <div>Cancel</div>	POST	EPPOST.DLL
	RECEIVE	EPDNLD.DLL
	SEND	EPUPLD.DLL

**SENDing Data: EPUPLD.DLL:** Creates a file(XXXEP.OUT) to be sent to the VISTA Host system.

**RECEIVEing Data: EPDNLD.DLL:** Receives a file XXXEP.OUT file from Location VISTA system. This process must be done before the file can be posted using the **POST** option.

**POSTing Data: EPPPOST.DLL:** Post information from VISTA Location to VISTA Host system's General Ledger.

Select the desired option, and press **enter** to return to the Data Transfer window.

## VISTA Location System(s)

### Send: EPUPLD

Select Send: EPUPLD.DLL from the template module. VISTA will begin searching the data files for records that have not been previously sent in order to create the new transfer file. At the end of processing, a Transfer Report will be created and the following screen will appear:

Import/Export Data				
Function	Dictionary	Name	Direction	Retransfer
SEND			EXPORT	<input type="checkbox"/> AB
7955ep.out (prsn) 107				
7955ep.out (act) 271				
7955ep.out (ap mstr)				
7955ep.out (ap/po)				
7955ep.out (checks)				
7955ep.out (gl hist)				
7955ep.out (bdgt/efc)				
<input type="checkbox"/> Transmit File Before Receiving <input type="checkbox"/> Transmit File After Sending				
Finished...				
<div>Past Transfer Report</div>				

A file will be created in the **C:\DISC\UPLOAD** directory with the name XXXXEP.OUT, in which the XXXX is the VISTA System license number. This file can then be transmitted via modem, e-mail, or diskette to another VISTA System.

## VISTA Host Procedures

### RECEIVE: EPDNL

After pressing **enter**, the system will look for XXXXEP.OUT in the **C:\DISC\DOWNLOAD** directory. The system will display a screen that indicates how many records have been downloaded:

The screenshot shows a window titled "Import/Export Data". It has a menu bar with "Function" and "Help". Below the menu bar is a table with the following columns: Template, Dictionary, Name, Direction, and Retransfer. The "RECEIVE" function is selected in the Template column. The Direction column shows "Xfer". The Retransfer column has a checkbox. Below the table, the text "7955EP.OUT (adding) 380" is displayed. At the bottom, there are two checkboxes: "Transmit File Before Receiving" and "Transmit File After Sending". Below these is a progress bar labeled "Finished..." and a button labeled "Post Transfer Report".

### Post: EPPOST

After pressing **enter**, the Upload Options screen is displayed.

The screenshot shows a window titled "Upload Options". It has four sections: "Subsystems" with checkboxes for "AP/PC", "Ledger", and "Budgets/EFC"; "Year period" with radio buttons for "Monthly PCL", "Quarterly PCL", and "Current" (selected); "Currency Conversion" with radio buttons for "Base" (selected) and "Native"; and "Options" with checkboxes for "Sets" and "Memo fields". At the bottom are "Done" and "Cancel" buttons.

**Subsystems:** By choosing **AP/PC**, all of the Vendor history files will be updated. Choosing **Ledger** will post transactions to the General Ledger file. Selecting



**Budgets/EFC** will update the budget information. One or more of these options must be selected. The system will default to all three options selected.

**Year period:** VISTA defaults to the **current** year period. Depending upon a Studio's preference, a User may post to one of the **PCL (post close ledger)** periods.

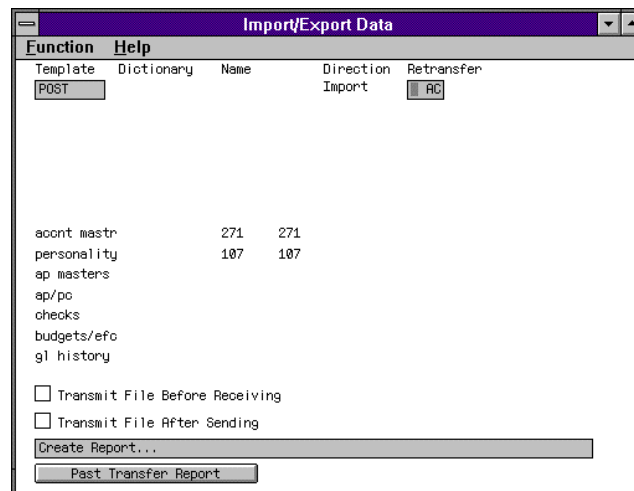
**Currency Conversion:** The system will default to **Native** currency.

**Options:** A User may select to post sets and memo fields or, if these options are not selected, post only to the detail level.

When all choices have been made, click on **Done** or press **enter** to begin processing. If there are no errors, you will get the following message:



Choosing No will produce a detail report without posting the data. Selecting **Yes** will complete the post as well as produce the detail report. The following screen will appear:



*VISTA will not post a data transfer in which errors are detected.*

If the system detects any errors, the option to print a report of all transactions or only those with errors is available. The posting process will not complete until all errors have been corrected. A legend in the top left corner of the report will explain the error codes assigned to each line item on the report. Review the error reports, make the necessary corrections and begin the post again.

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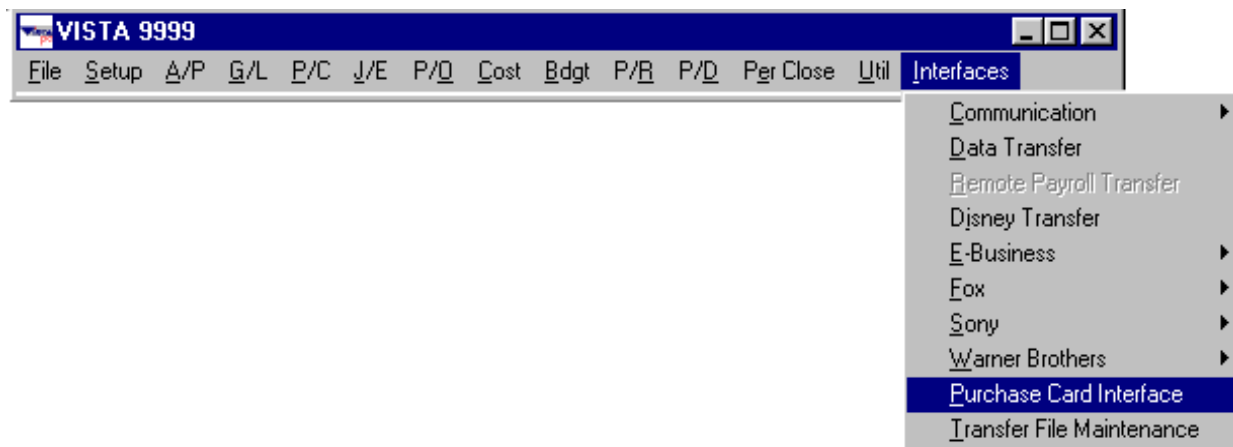
# Purchase Card Interface

## Overview

Purchase Card Interface allows VISTA Users to establish purchase card accounts for their petty cash vendors. Purchase cards may be used instead of cash at pre-approved locations.

Electronic reports of purchases can be retrieved via modem connection with the institution that issued the card. The reports detail purchases made with the cards, and may be viewed and edited by the production accountant before being imported into VISTA. Once the reports are imported, the information may be edited again before being merged into VISTA's Petty Cash module. Once merged into Petty Cash, the information may again be edited. At this point the transactions will be treated as VISTA treats any other petty cash transaction.

VISTA's Purchase Card Interface will save the User time by allowing purchases to be recorded electronically, instead of waiting for the petty cash vendor to return his or her envelope and receipts. Additionally, Replacing cash advances with purchase cards will significantly reduce the risks inherent in holding large amounts of cash on location.



*Familiarity with VISTA's Petty Cash and Vendor Entry functions is essential in using Petty Cash Interface.*

Detailed explanations for establishing A/P vendors and the setup of Purchase Card Vendors can be found in the sections "Vendor Entry" on page 11-2.

## Receiving the Purchase Card Interface File

Select **I**nterfaces, **P**urchase Card Interface to receive the transfer file into VISTA

**Purchase Card Interface**

Function Help

PURCHASE CARD TEST DATA

CONTROL BATCH

Company 410 Batch XXXXXXXX

Currency CN Current Total

P/C Code RA

Transfer File C:\DISC\DOWNLOAD

Custodian Suspense Account

LOC PRDNO MAJR DETL ST IN F

410 871000 2001 0002

Select the Purchase Card Custodian by using F12 or the right button of the mouse in the **Company** field.

The **Batch** number is a sequence of eight alpha/numeric characters that will be used to identify the file to be transferred.

The **Transfer File** will have been received via modem from the institution issuing the cards and must reside on the local drive, usually in C:\disc\download.

*The Custodian Account is established in Setup, Petty Cash.*

The **Custodian Account** number is brought forward from the Petty Cash Custodian setup, and cannot be changed here. If it becomes necessary to change this account number select Petty Cash from the Setup menu and modify the appropriate custodian

When this screen has been completed press **enter**:

## Purchase Card Interface Errors

There are two types of errors: **Fatal** and **Reconcilable**.

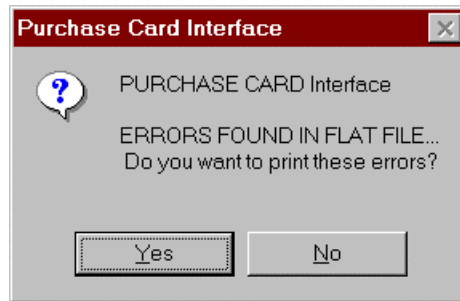
### ***Fatal Errors***

If fatal errors exist, a report will be printed with a legend for the numeric error codes. Fatal errors must be corrected by the institution creating the file. Once the file has been corrected it must be processed again by the Vista user.

### ***Reconcilable Errors***

Reconcilable errors are to be corrected by the VISTA User. VISTA will produce a report that will include a legend for the numeric error codes

A dialog box will appear advising the User if either type of error exists in the file being transferred. The User will be given the choice of printing a report of the errors, including a legend of error codes.



Click **Yes** to print the error report. Click **No** to proceed directly to the reconciliation screen where reconcilable errors may be corrected before updating the VISTA Petty Cash module.

**Purchase Card Reconciliation**

Function Help

PURCHASE CARD TEST DATA

Transfer File Errors

UNRECONCILABLE ERRORS in c:\disc\download\batch1.pcp

Transaction Number	Batch Record ID	Detail Record ID	Number of Dtl Rec.	Batch HDR Amount	Card Number	Envelope Number
000002050004	PCBH	PCDL	14	752.19	5550000000047723	

Vendor Number: 000000000005 Vendor Name: CARDHOLDER 1 - TEST APHX

Page 01 of 20

RECONCILABLE ERRORS

Suspense Account(default) LOC PRODNO MAJR DETL ST IN F 410 871000 2001 0002 <TO USE: check box for the desired line item>

Account	Voucher	Description	Amount
0001 <input type="checkbox"/> 410 871000 4000 3014		Airport Fee	10.00
0002 <input type="checkbox"/> 410 871000 4000 0208		Phone	15.00
0003 <input type="checkbox"/> 410 871000 4000 0208		Other places phone bill	79.50
0004 <input type="checkbox"/> 410 871000 4000 0208		Computer books 1	25.45
0005 <input type="checkbox"/> 410 871000 4000 0208		Computer book 2	0.00
0006 <input type="checkbox"/> 410 871000 4000 0208		Just more books	95.35
0007 <input type="checkbox"/> 410 871000 4000 0208		Songs 1	23.76
0008 <input type="checkbox"/> 410 871000 4000 0208		Songs 2	19.49
0009 <input type="checkbox"/> 410 871000 4000 0208		Songs 3	5.22
0010 <input type="checkbox"/> 410 871000 4000 0208		Other pop songs	363.12

The fields that may be corrected are:

- Account Number;
- Voucher;
- Description.

The fields containing errors will be highlighted in **red**.

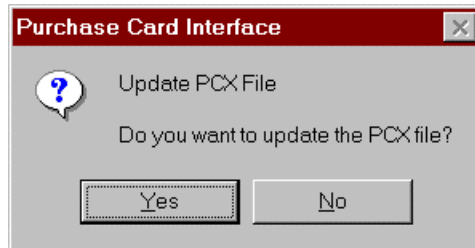
All other fields are displayed in blue and may not be modified.

To correct an **invalid account number**, key in the entire account number and tab through to the end of that line.

To use the **suspense account number**, click on the box to the left of the line being corrected. Tab through the line, modifying the fields where applicable. If the red highlight remains after tabbing through to the end of the line, the account number input is not valid. Verify the account number, and correct as necessary.

Use the **Page Down** key to correct more than one page of transactions.

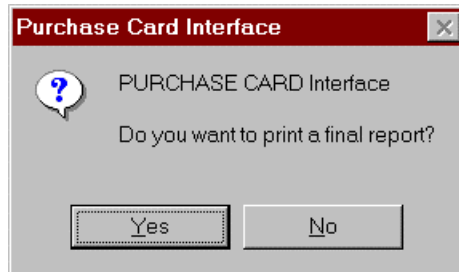
After all errors have been corrected press **enter**. A dialog box will ask the User if the corrections are to be made to the PCX file.



Click **Yes** to update the Petty Cash module of Vista with these purchase transactions, or click on **No** to return to the reconciliation screen to make further corrections.

## Purchase Card Interface: Final Report

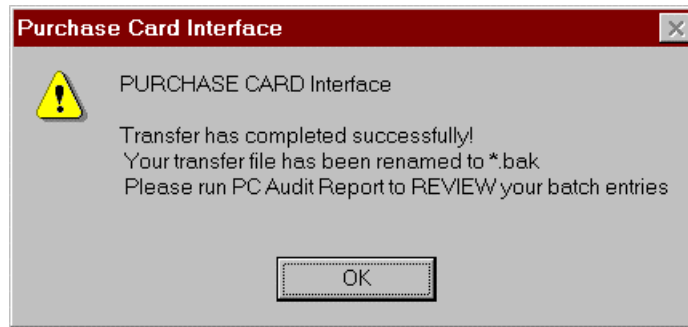
When the User has updated the Petty Cash module, VISTA will offer the User the opportunity to print a final report of the Purchase Card Interface.



Click **Yes** to produce a final error-free report. Click on **No** to proceed without printing the report. Either response will initiate the process by which the Purchase Card data is interfaced into VISTA's Petty Cash system.

## Purchase Card Interface into Petty Cash

An information box will notify the User that the transfer into the Petty Cash module of Vista has been completed:



The transactions have now been transferred into VISTA, and can be handled in the same manner as any other petty cash transaction. In order for the costs to be updated with these purchase transactions, they must be audited and posted.

These Purchase Card transactions are now available in the Petty Cash module of VISTA under the assigned Batch Name. The Batch Name is displayed in the upper left-hand corner of the reports.

Further editing of the transactions' account numbers and descriptions may be made, if necessary, in VISTA's Petty Cash module. Select Petty Cash, Petty Cash Entry, select Function: Modify, and change as needed. Detailed instruction regarding these features can be found in the "*P/C Menu - Petty Cash*" chapter on page 16-1.

# Chapter 27: Preferred Equipment List

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## Overview

This chapter outlines the hardware and software that are required or recommended for an efficient and stable environment on which to run VISTA. These specifications will change as hardware and software upgrades occur. Please call EP Customer Support whenever planning to add hardware. The following pages outline the VISTA requirements as of the time of publication.

## VISTA / Microsoft Windows operating systems

Before VISTA install can be initiated, the following equipment and software must be installed.

Please review this **Preferred Equipment List** before installing VISTA Accounting. It is important to have all of the applicable equipment, software and documentation at hand prior to installing Vista.

H A R D W A R E			
General	Win 95 Windows 98 Win NT Windows ME Windows 2000	Pentium II class 300mhz or above with a minimum of 64mb of RAM (for Win NT - a minimum of 64mb of RAM) and 800mb <b>free</b> on the hard drive. Ensure the motherboard has no less than 256k of on-board cache. <i>(This description does not take into account the various applications other than Vista that might be installed on the computer.)</i>	Any machine approved by Microsoft for the operation of Win 95 or Windows 98. Example: Compaq, IBM, AST, Hewlett Packard or other name brands.

Standalone	Win 95 Windows 98 Win NT Windows ME Windows 2000	Pentium II class 300mhz or above with <b>no less</b> than 64mb of RAM and a minimum of 400mb of <b>free</b> hard drive space.	See General section above.
Server (to be used with connected Work stations)	Win 95 Windows 98 Win NT Windows ME Windows 2000 Novell	Pentium II class 450mhz or above with <b>no less</b> than 64mb of RAM and a minimum of 800mb of <b>free</b> hard drive space <i>(larger shows require more disk space)</i>	See General section above.
Workstation	Win 95 Windows 98 Win NT Windows ME Windows 2000 Novell	Pentium II class 300mhz or above with no less than 64mb of RAM and a minimum of 100mb of <b>free</b> hard drive space. <i>(For speed, install Windows on each workstation's hard drive.)</i>	See General section above.
Hard Drives	Win 95 Windows 98 Win NT Windows ME Windows 2000	Stand Alone, Server or workstation - a minimum of 4.3 GB	See General section above.
Monitors	Win 95 Windows 98 Win NT Windows ME Windows 2000 Novell	A monitor that supports 800x600 non-interlaced resolution. <i>(interlaced monitors flicker, and may give the User headaches over time)</i>	See General section above.
Modems	Win 95 Windows 98 Win NT Windows ME Windows 2000	28.8 BPS modem is minimum. A 56k or above <u>external</u> modem is preferred. (Needed for remote control support and/or electronic transfer of Payroll/Edits)	US Robotics Sportster Practical Peripherals Motorola Hayes

Printers	Win 95 Windows 98 Win NT Windows ME Windows 2000	A PCL5, PCL6, or Postscript printer that supports Postscript level 2 with <b>8mb</b> of RAM. <b>For location payroll check printing, MICR toner is required.</b> <i>(Note: EP strongly suggests PCL5 and that the print engine speed be at least 8 pages per minute)</i>	HP 4 series or above HP 4000 series Lexmark 4039 10-16L plus or equivalent
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Backup Units	Win 95 Windows 98 Win NT Windows ME Windows 2000 Novell	A backup system capable of saving the entire capacity of the standalone or server's hard drive.	Any line of internal or external storage device: tape drive, portable Zip/Jazz Cartridge Drives
Network Interface Cards	Win 95 Windows 98 Win NT Windows ME Windows 2000 Novell	10baseT or 10base2, 16 or 32 bit network interface cards. <b>Note:</b> <i>If using 10baseT (RJ45 connectors) supply a hub to configure the network.</i>	Intel EtherExpress 16 or 16tp Intel EtherExpress Pro 10+ Combo cards, with coaxial or RJ45 connectors. 3Com Combo Cards, with coaxial or RJ45 connectors ~ PCMCIA ~ 3Com or MegaHertz
Network Cabling	Win 95 Windows 98 Win NT Windows ME Windows 2000 Novell	An Ethernet topology is preferred. Ethernet cabling would consist of data grade level 5 unshielded, twisted pair or 10baseT with a Hub; or RG58 thin Ethernet coax cable. If using RG58 cabling, T connectors and 50ohm terminators are needed.	RJ45 10baseT or Coax RG58 thin net with 50ohm terminating resistor and T connectors.
UPS (uninterrupted Power Support) Battery Backup	Win 95 Windows 98 Win NT Windows ME Windows 2000 Novell	A battery backup/power surge protector is suggested when the computer(s) is in a remote location where the integrity of the electrical power supply is questionable and the production environment mandates that there be no down time.	APC - American power conversion  Tripp-Lite  NSSI - (successor to Elgar Systems)

S O F T W A R E			
Operating System	Win 95 Windows 98 Win NT Windows ME Windows 2000	Vista runs only under Microsoft Windows. Depending on the environmental demands, make sure to use the appropriate version of Windows.	Windows peer-to-peer & Netware networking capability
Remote Access Software	Win 95 Windows 98 Win NT Windows ME Windows 2000	Remote Control Software	Norton PC Anywhere32 for Win 95, Windows 98 or NT. Carbon Copy version 3.0
Uninterrupted Power Source	Win 95 Windows 98 Win NT Windows ME Windows 2000	UPS Monitoring Software	Power Chute, Power Safe
Data Compression	Win 95 Windows 98 Win NT Windows ME Windows 2000	Data compression software/utility	DISCZIP data compression utility is included in your VISTA software package. <i>(Note: do not use disk compression software to compress the hard drive's space! - i.e. Stacker, Drive Space, Double Space, Speed Store, etc.)</i>

# Chapter 28: Glossary of Terms

## **Account Type**

The definition of a section of the Chart of Accounts, such as Assets, Below-the-Line Production Costs, etc.; accounts with a given type must be grouped together (contiguous) within the Chart of Accounts.

## **Account Type Code**

The unique code (one or two digits, numeric or alpha) that identifies an Account Type.

## **Batch**

A group of similar transactions (invoices, journal entries, etc.) for one control-field combination (Company, Bank, Currency, etc.) entered and posted under one batch ID at one time.

## **Batch ID**

The identifier for a batch; becomes a permanent part of each transaction in the batch.

## **Blue**

Menu choices in blue are not available; fields displayed in blue are not editable.

## **Checkbox**

One form of option in dialog boxes or windows; is a square box followed by a description; an X in the box means the option is selected, a blank in the box means it is not selected.

## **Click**

Press the left mouse button once and release it, usually after moving the mouse cursor to a particular spot.

## **Dialog Box**

A window that displays information such as error messages, printer selection, etc.

## Double-click

Move the mouse cursor to a particular spot and click the left mouse button twice

## Drag

Position the mouse cursor on an object (such as a scroll button, or window), hold down the left mouse button and move the object to a new location or to display information you need, and release the left mouse button.

## Enter Key

Indicates a transaction, change, or request is complete and ready to be recorded or acted on **or** performs the action of the highlighted button in dialog boxes or scroll panels.

## F11

Press F11 in a filled-in account field to display the account's description and balances.

## F12

Press F12 in any applicable field to display a scroll panel of valid choices. Right-clicking the mouse in the same field produces the same results.

## Header Account

A summary account in the Chart of Accounts to which distribution is never coded. Header Accounts exist to give structure and definition to the Chart. Examples: Assets, Cast, Camera.

## Memo fields

Insurance and Free fields. These are user-defined fields.

## Menu Bar

The horizontal strip at the top of a window just below the Title Bar; contains menu options for that window or application. Clicking on an option in the Menu Bar "pulls down" or reveals that menu's choices.

## Red

Invalid or incorrect fields are highlighted with a red background after an error message has been displayed explaining the problem. You can enter or correct data in a red field.

## Right-click

Click once with the right mouse button. The only right-click operation in VISTA displays a scroll panel of valid choices for the field you right-click on. The keyboard equivalent of right-click is F12.

## **Tab**

Pressing the Tab key moves the cursor forward from field to field or from object to object; Shift-Tab moves backward.

## **Title Bar**

The horizontal strip at the top of a window which describes the contents or purpose of the window; contains the Control-menu button at its left end and the Minimize and Maximize/restore buttons at its right end (if they are present).

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